

SOLICITATION, OFFER, AND AWARD Architect of the Capitol		1. REQUISITION NO. SE 070047	2. PROJECT NO.
3. CONTRACT NUMBER	4. SOLICITATION NUMBER RFP070093	5. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	6. TITLE: Custodial/Janitorial Services - USCP-Fairchild Bui
8. ISSUED BY AOC - Procurement Division 2nd & D Streets, SW Room H2-263 WASHINGTON, DC 20515		7. DATE ISSUED: 04/25/2007	
		9. ADDRESS OFFER TO (If other than Item 8) AOC - Procurement Division 2nd & D Streets, SW Room H2-263 WASHINGTON, DC 20515	

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

10. Sealed offers in original and 3 copies for furnishing the supplies or services in the Schedule will be received at the place specified in item 9 on 05/25/2007 at 2:00 P.M (local time).

CAUTION - LATE Submissions, Modifications, and Withdrawals: All offers are subject to all terms and conditions contained in this solicitation.

11. FOR INFORMATION CALL: Carolyn Horne TELEPHONE NO.(NO COLLECT CALLS) 202-226-1940

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OFFER (Must be fully completed by offeror)

NOTE: Item 13 does not apply if the solicitation includes the provision titled Minimum Bid Acceptance Period.

13. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ CALENDAR days (60 CALENDAR days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

14. DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS(%)	20 CALENDAR DAYS(%)	30 CALENDAR DAYS(%)	CALENDAR DAYS(%)
15. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

16A. NAME AND ADDRESS OF OFFEROR CODE _____ 17. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or Print)

16B. TELEPHONE NUMBER	16C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN	18. SIGNATURE	19. OFFER DATE
AREA CODE NUMBER EXT.			

AWARD (To be completed by Government)

20. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:	21. ACCEPTED AS TO ITEMS NUMBERED	22. SUBMIT INVOICES VIA FAX FOR PAYMENT TO:	23. AMOUNT
24. NAME OF CONTRACTING OFFICER (Type or print) Carolyn Horne	25. UNITED STATES OF AMERICA BY _____ (Signature of the Contracting Officer)		26. AWARD DATE

RFP070093

Section B - Supplies or Services and Prices/Costs

1. The Contractor shall provide all management, administrative, supervision, labor, materials, supplies, and equipment needed to provide the services as described within Section C. Base Year Period of Contract Performance will commence on August 16, 2007 and will end on August 15, 2008.
2. Contract Line Items (CLINS) 0001 is for the Base Year of Performance. SUBCLINS 0001aa and 0001ab are for optional services to be performed during the base year if the options are exercised.
3. Contract Line Items (CLINS) 0002 is for Option Year One of Performance. SUBCLINS 0002aa and 0002ab are for optional services to be performed during Option Year One if the options are exercised.
4. Contract Line Items (CLINS) 0003 is for Option Year Two of Performance. SUBCLINS 0003aa and 0003ab are for optional services to be performed during Option Year Two if the options are exercised.
5. Contract Line Items (CLINS) 0004 is for Option Year Three of Performance. SUBCLINS 0004aa and 0004ab are for optional services to be performed during Option Year Three if the options are exercised.
6. Contract Line Items (CLINS) 0005 is for Option Year Four of Performance. SUBCLINS 0005aa and 0005ab are for optional services to be performed during Option Year Four if the options are exercised.

BASE

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
1	Janitorial Services (Base Year)	Total : 12.00	MO	\$	\$
Description: Perform custodial and related cleaning services in the USCP Fairchild Facility in accordance with the requirements of the SOW and the contract.					
1AA	JANITORIAL CLEANING SERVICES (OPTIONAL SERVICES)	Total : 12.00	MO	\$	\$
Description: OPTIONAL SERVICES: ----- "ADDITIONAL OFFICE SPACE CLEANING SERVICES: The Contractor shall perform janitorial/custodial services in the USCP Fairchild Facility during the base period of contract performance in accordance with the requirements of the contract. Optional services are for a (minimum 100 Square Feet (SF) to maximum 25,000 SF = \$_____ per SF X 24,000 SF= \$_____.					
1AB	JANITORIAL CLEANING SERVICES (OPTIONAL SERVICES)	Total : 12.00	MO	\$	\$
Description: OPTIONAL SERVICES: ----- "ADDITIONAL FLOOR CLEANING SERVICES: The Contractor shall perform janitorial/custodial services in the USCP Fairchild Facility during the base period of contract performance in accordance with the requirements of the contract. Optional services are approximately 25,000 Square Feet (SF) \$_____ per SF X 25,000 SF= \$_____/floor. Services include the cleaning of hallways and restrooms. NOTE: All floors, except the 1st floor, have the same restroom configuration - (1) male restroom with 5 stalls, 4 sinks, and 2 urinals, (1) female restroom with 5 stalls and 4 sinks, and (1) handicap stall with 1 sink and 1 toilet.)					
Lump-Sum Price for Base					\$

OPTION 1

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
2	Janitorial Services	Total : 12.00	MO	\$	\$
Description: Perform custodial and related cleaning services in the USCP Fairchild Facility in accordance with the requirements of the SOW and the contract. (Option Year I Period of Contract Performance: 16 August 2008 through 15 August 2009.)					
2AA	JANITORIAL CLEANING SERVICES (OPTIONAL SERVICES)	Total : 12.00	MO	\$	\$
Description: OPTIONAL SERVICES: ----- "ADDITIONAL OFFICE SPACE CLEANING SERVICES: The Contractor shall perform janitorial/custodial services in the USCP Fairchild Facility during the base period of contract performance in accordance with the requirements of the contract. Optional services are for a (minimum 100 Square Feet (SF) to maximum 25,000 SF = \$_____ per SF X 24,000 SF= \$_____.					
2AB	JANITORIAL CLEANING SERVICES (OPTIONAL SERVICES)	Total : 12.00	MO	\$	\$
Description: OPTIONAL SERVICES: ----- "ADDITIONAL FLOOR CLEANING SERVICES: The Contractor shall perform janitorial/custodial services in the USCP Fairchild Facility during the base period of contract performance in accordance with the requirements of the contract. Optional services are approximately 25,000 Square Feet (SF) \$_____ per SF X 25,000 SF= \$_____/floor. Services include the cleaning of hallways and restrooms. NOTE; All floors, except the 1st floor, have the same restroom configuration - (1) male restroom with 5 stalls, 4 sinks, and 2 urinals, (1) female restroom with 5 stalls and 4 sinks, and (1) handicap stall with 1 sink and 1 toilet.)					

Lump-Sum Price for Option 1

\$

OPTION 2

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
3	Janitorial Services	Total : 12.00	MO	\$	\$
Description: Perform custodial and related cleaning services in the USCP Fairchild Facility in accordance with the requirements of the SOW and the contract. (Option Year 2 Period of Contract Performance: 16 August 2009 through 15 August 2010.)					
3AA	JANITORIAL CLEANING SERVICES (OPTIONAL SERVICES)	Total : 12.00	MO	\$	\$
Description: OPTIONAL SERVICES: ----- "ADDITIONAL OFFICE SPACE CLEANING SERVICES: The Contractor shall perform janitorial/custodial services in the USCP Fairchild Facility during the base period of contract performance in accordance with the requirements of the contract. Optional services are for a (minimum 100 Square Feet (SF) to maximum 25,000 SF = \$_____ per SF X 24,000 SF= \$_____.					
3AB	JANITORIAL CLEANING SERVICES	Total : 12.00	MO	\$	\$

Description:OPTIONAL SERVICES: ----- "ADDITIONAL FLOOR CLEANING SERVICES: The Contractor shall perform janitorial/custodial services in the USCP Fairchild Facility during the base period of contract performance in accordance with the requirements of the contract. Optional services are approximately 25,000 Square Feet (SF) \$_____ per SF X 25,000 SF= \$_____/floor. Services include the cleaning of hallways and restrooms. NOTE; All floors, except the 1st floor, have the same restroom configuration - (1) male restroom with 5 stalls, 4 sinks, and 2 urinals, (1) female restroom with 5 stalls and 4 sinks, and (1) handicap stall with 1 sink and 1 toilet.)

Lump-Sum Price for Option 2

\$

OPTION 3

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
4	Janitorial Services	Total : 12.00	MO	\$	\$
Description: Perform custodial and related cleaning services in the USCP Fairchild Facility in accordance with the requirements of the SOW and the contract. (Option Year 3 Period of Contract Performance: 16 August 2010 through 15 August 2011.)					
4AA	JANITORIAL CLEANING SERVICES (OPTIONAL SERVICES)	Total : 12.00	MO	\$	\$
Description: OPTIONAL SERVICES: ----- "ADDITIONAL OFFICE SPACE CLEANING SERVICES: The Contractor shall perform janitorial/custodial services in the USCP Fairchild Facility during the base period of contract performance in accordance with the requirements of the contract. Optional services are for a (minimum 100 Square Feet (SF) to maximum 25,000 SF = \$_____ per SF X 24,000 SF= \$_____.					
4AB	JANITORIAL CLEANING SERVICES (OPTIONAL SERVICES)	Total : 12.00	MO	\$	\$
Description: OPTIONAL SERVICES: ----- "ADDITIONAL FLOOR CLEANING SERVICES: The Contractor shall perform janitorial/custodial services in the USCP Fairchild Facility during the base period of contract performance in accordance with the requirements of the contract. Optional services are approximately 25,000 Square Feet (SF) \$_____ per SF X 25,000 SF= \$_____/floor. Services include the cleaning of hallways and restrooms. NOTE; All floors, except the 1st floor, have the same restroom configuration - (1) male restroom with 5 stalls, 4 sinks, and 2 urinals, (1) female restroom with 5 stalls and 4 sinks, and (1) handicap stall with 1 sink and 1 toilet.)					

Lump-Sum Price for Option 3

\$

OPTION 4

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
5	Janitorial Services	Total : 12.00	MO	\$	\$

Description: Perform custodial and related cleaning services in the USCP Fairchild Facility in accordance with the requirements of the SOW and the contract. (Option Year 4 Period of Contract Performance: 16 August 2011 through 15 August 2012.)					
5AA	JANITORIAL CLEANING SERVICES (OPTIONAL SERVICES)	Total : 12.00	MO	\$	\$
Description: OPTIONAL SERVICES: ----- "ADDITIONAL OFFICE SPACE CLEANING SERVICES: The Contractor shall perform janitorial/custodial services in the USCP Fairchild Facility during the base period of contract performance in accordance with the requirements of the contract. Optional services are for a (minimum 100 Square Feet (SF) to maximum 25,000 SF = \$_____ per SF X 24,000 SF= \$_____.					
5AB	JANITORIAL CLEANING SERVICES (OPTIONAL SERVICES)	Total : 12.00	MO	\$	\$
Description: OPTIONAL SERVICES: ----- "ADDITIONAL FLOOR CLEANING SERVICES: The Contractor shall perform janitorial/custodial services in the USCP Fairchild Facility during the base period of contract performance in accordance with the requirements of the contract. Optional services are approximately 25,000 Square Feet (SF) \$_____ per SF X 25,000 SF= \$_____/floor. Services include the cleaning of hallways and restrooms. NOTE; All floors, except the 1st floor, have the same restroom configuration - (1) male restroom with 5 stalls, 4 sinks, and 2 urinals, (1) female restroom with 5 stalls and 4 sinks, and (1) handicap stall with 1 sink and 1 toilet.)					

Lump-Sum Price for Option 4

\$

Lump-Sum Price for All Options

\$

Lump-Sum Price for Base and All Options

\$

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SECTION 1: SCOPE OF WORK

1.0 The Contractor shall provide all management, supervision, labor, materials and equipment needed to provide the full range of Janitorial Services as specified in this Performance Work Statement (PWS) for the following United States Capitol Police (USCP) Facility:

United States Capitol Police Fairchild Building located at 499 South Capitol Street, SW Washington, D.C.

1.1 The Contractor shall plan, schedule, coordinate and insure effective and economical completion of all work and services specified in this contract. The Contractor shall insure that the Government receives the goods and services its paying for.

1.2 The Contractor shall designate an on-site supervisor and an alternate who shall be responsible for the conduct and competent performance of work. An equally qualified alternate shall be provided to act on behalf of the supervisor, should the supervisor be unavailable for work due to illness, vacation, etc The on-site supervisor and alternate shall be able to read, write, speak, and understand English, and have full authority to act for the Contractor.

The supervisor or alternate shall be on-site during normal working hours. Any work accomplished after normal working hours shall include an English-speaking team leader capable of carrying out various tasks and assignments. The Contractor shall maintain a list of all employees working in the USCP Facilities, updated at all times, and shall be given to the Contracting Officer (CO) or the Contracting Officer's Technical Representative (COTR) upon request. The Contractor shall provide trained and qualified personnel at all levels of required job performance. The Supervisor s and all assigned employees shall be able to perform the work in accordance with the Contract Documents.

1.3 The supervisor or his alternate shall meet with the Government personnel designated by the CO to discuss contract performance as needed. This Government personnel will be appointed as the COTR.

The Contractor shall assign sufficient daytime staffing to be responsive to complaints relating to cleaning. The supervisor or his/her representative shall respond within eight (8) hours after notification. Emergencies shall be responded to immediately, within thirty (30) minutes after receiving notice of the emergency. The Contractor shall provide the telephone and or pager numbers of the supervisor and alternate to the COTR within Ten (10) calendar days from the effective date of the contract. The Contractor shall ensure that all files relating to the PWS (Performance Work Statement) are available for review upon request by the COTR.

1.4 The Contractor shall establish a complete Quality Control Program to ensure the requirements of the contract are met. It shall be submitted to the COTR for approval within ten (10) calendar days from the effective date of the contract. Any amendments to the document shall be submitted to the COTR at least ten (10) days prior to implementation for approval. The program shall, at a minimum, include the following:

1.4.1 An internal inspection system covering all the services to be performed under this contract. It must include a checklist that will specify areas to be inspected on either a scheduled or un-scheduled basis and the title of the individual(s) who will do the inspection

1.4.1.1 The Contractor shall post inspection tour sheets at each facility location as directed by the COTR.

Note: The Contractor shall be required to sign in and sign out of each facility when entering or leaving a USCP facility. This includes both supervisors and non-supervisors.

1.4.2 The Contractor shall provide a method for identifying deficiencies in the quality of services performed before the level of performance becomes unacceptable. This method shall be approved by the COTR.

1.4.3 A method of ensuring that all keys or key cards issued to the Contractor by the Government are not lost, misplaced, and are not used by unauthorized persons, this method shall be approved by the COTR.

1.4.4 A file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be provided to the COTR within seven (7) calendar days from the date requested by the Government. The Government will monitor the Contractor's performance under this contract using the quality assurance procedures specified in Section 6.0.

1.4.5 The Contractor shall provide an Operating Plan with proposal: Within fifteen (15) calendar days after award of the contract, and at the beginning of each contract period, the Contractor shall submit to the COTR a detailed and complete annual schedule of the dates of all services to be performed. In addition, the schedule will indicate the hours of the daily work and the days of the week that weekly work will be performed. The proposed schedule shall list the type of work to be performed, the areas to be worked, and the estimated time to complete the work in each area, and when scheduled services performed weekly or less frequently fall on a holiday, the alternate dates shall be specified. The Operating Plan shall also include a list of all cleaning supplies to be used, subject to the COTR approval.

1.4.6 Every working day, the Contractor shall provide to the COTR or designated alternate a listing that identifies all scheduled work that was completed during the previous day. The format of this document shall be approved in advance by the COTR.

1.4.7 Some tasks shall be performed after normal working hours in order to minimize disruption of Government business. Floor stripping and waxing, carpet cleaning (annual cleaning), garage floor cleaning, etc shall be accomplished after normal working hours.

1.5 The quantities listed in the Technical Exhibit represent estimates. Ten (10) days after the Contract has been approved a joint space survey shall be conducted between the Government and the Contractor representatives to confirm and agree that figures provided in Technical Exhibit (1) are in fact accurate. Any changes to these figures shall be brought to the attention of the COTR and an appropriate modification will be made to the contract.

1.5.1 If, at any time in the life of this contract, the amount of space in a specific area of Technical Exhibit (1) changes more or less than 5000 square feet, it shall be brought to the attention of the COTR in writing by the Contractor, and an appropriate modification will be made to the contract.

1.5.2 Services shall be performed Monday through Friday between the hours of 7:30 a.m. and 4:00 p.m. daily. The Contractor shall work between the hours of 8:00 a.m. to 12:00 pm. on Saturdays, Sundays, and Holidays (see 1.18.2). Services shall be required 7 days per week except on Government holidays listed in section 1.18.1. In the event services are not provided or required because the facility is closed due to inclement weather, unanticipated holidays declared by the President, failure of the Congress to appropriate funds, etc., the Government reserves the following options:

1.5.3 The Contractor may be required to perform the work contractually specified over a number of immediately subsequent day(s) equal to the period of the shutdown. When a service is required less than three times per week and the time for that service falls on a holiday, the work shall be accomplished on the day following or preceding the holiday.

1.5.4 To forgo the work and reduce payment due to the Contractor accordingly for work not performed, and assesses a deduction

against the Contractor.

1.5.5 To reschedule the work on day(s) agreed to by the Government and the Contractor.

1.6 The Contractor will be issued keys for space assigned for office and storage use (see section 3). Most space in the building will be unlocked and is accessible during normal working hours. Some areas remain locked however, cleaning is still required in accordance with this contract and the contractor is required to make every effort to contact someone for access to the secured space. In such cases, the Contractor shall notify a designated Representative or provide in writing to the COTR that access was denied and when.

1.6.1 Contractor employees will be issued Key Cards as necessary to gain access into the building during authorized working hours. Lost Key Cards will be reported to the COTR or designated Representative immediately (within one day of key cards being lost).

1.6.2 The Contractor shall be required to replace or to reimburse the Government for replacement or re-keying of locks as a result of the Contractor losing keys. In the event a master key is lost or duplicated, all locks and keys for the system shall be replaced by the Government, with the total cost deducted from the monthly payment due to the Contractor.

1.6.3 The Contractor shall report the occurrence of a lost key or keys immediately (within one day of keys being lost) to the COTR.

1.6.4 It is the responsibility of the Contractor to prohibit the use of keys issued by the Government of any persons other than the Contractor's employees. It is also the responsibility of the Contractor's employees to prohibit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas.

1.6.4 Lock rooms in security areas after cleaning and return keys to designated office as applicable.

1.7 The Contractor shall be directly responsible for instructing employees in utility conservation practices. The Contractor shall be responsible for operation under conditions, which preclude the waste of utilities.

1.7.1 The Contractor employees shall not adjust mechanical equipment controls for heating, ventilation and air conditioning systems.

1.7.2 Lights shall be used only in areas at the time when work is actually being performed.

1.7.3 Water faucets or valves shall be turned off after the required usage is complete.

1.7.4 Windows shall be closed and lights and fans turned off when not in use.

1.8 Government telephones shall not be used for personal reasons, or for any toll or long distance calls.

1.9 The Contractor shall immediately notify the COTR or his pre-designated Representative whenever a building deficiency is identified. (e.g., chemical spill, leaking pipe, stopped up sink, power outage, and doors or other equipment that appear to be working improperly).

1.10 The Contractor shall comply with all applicable United States Capitol Police security requirements and submit to security background checks for personnel as required by other provisions of this contract.

1.11 It is the responsibility of the Contractor to ensure that all articles of possible personal or monetary value found by the Contractor's employees are turned into Building Security.

1.12 The COTR has the authority to restrict the employment, under the contract, of any Contractor employee who is identified as a potential threat to the health, safety, security, general well being or operational mission of the Facilities and their populations. The COTR may require the Contractor to remove any employee from the job site found objectionable by the Government. The removal from the job site of such persons shall not relieve the Contractor of the requirement to provide sufficient personnel to perform adequate and timely services.

1.12.1 The Contractor shall immediately notify the COTR in writing when a decision to terminate an employee has been made.

1.12.2 The Government may require medical screening of Contractor personnel, at Contractor expense, to ascertain whether employee(s) have been using controlled substances.

1.13 All Contractor employees shall present a neat appearance and be easily recognized. All employees shall wear Contractor-issued distinctive clothing bearing a distinguishable emblem or patch. The COTR must approve the clothing. All Contractor employees are expected to be in uniform within thirty (30) days from the date he/she is hired. AOC/USCP will issue employees a picture ID Card. They must display the ID card at all times.

1.14 The Contractor shall ensure appropriate staff participation in any training scheduled by the Government during normal working

hours.

1.15 The Contractor shall ensure all work shall be performed in a good workmanlike manner consistent with the standards of the trade.

1.16 Eating, drinking, smoking, and the storage/preparation of food or beverages is prohibited in all areas except those designated by the COTR, such as the facility break room. Smoking is prohibited on the roof tops, inside the buildings and inside basements/garage areas.

SECTION 2 - SAFETY AND HEALTH

2.1 The Contractor shall notify the COTR in writing at least fourteen (14) calendar days prior to intended use of any chemicals. All chemicals must be stored properly if stored within the government buildings. Material Safety Data Sheets (MSDS) will be made available for all said chemicals. Contractor shall provide proof of Hazard Communication training for its employees.

2.2 All Contractor employees are required to wear proper personal protective equipment (PPE) pertinent to their jobs such as gloves and eye protection. (protective gloves when emptying trash receptacles). Contractor shall provide the proper PPE to their employees based on the job hazard.

2.2.1 All Contractor Employees must report surfaces that are obviously contaminated with blood or bodily fluid to the USCP and to the COTR before removing or handling such items. All Contractor employees must wear gloves when handling such items or surfaces obviously contaminated with blood or bodily fluid. The Contractor shall report all such cases to the COTR and the USCP immediately. The Contractor must provide proof of BloodBorne Pathogen training for its employees.

2.2.2 Hands and other skin surfaces should be washed immediately (right after gloves are removed) and thoroughly with water and antiseptic cleanser if contaminated with blood or other bodily fluids.

2.3 Contractor Employees should wear eye protection when cleaning toilets, sinks, or other fixtures, as needed for safety.

2.4 Clothing which becomes contaminated with blood or other bodily fluids should be removed immediately (or as soon as possible) and separated from other clothing until properly laundered.

2.4.1 Areas and equipment, which become contaminated with blood or other bodily fluids, should be cleaned immediately with a bleach solution in accordance with existing practices.

2.5 Precautions must be taken to prevent injuries caused by needles, syringes and other sharp objects. The Contractor shall report such items (if found) to the USCP and the COTR immediately. The Contractor shall let the USCP remove such items.

2.5.1 Contractor employees must report all injuries, no matter how slight, to the Contractor's supervisor immediately (within 30 minutes of the time the injury accrued). All injuries should also be reported to the Government Safety Office.

2.6 Caution-wet-floor signs are to be used as needed whenever a slippery floor condition is identified. Once the condition has been corrected, the signs must be picked up to prevent them from becoming a tripping hazard.

SECTION 3 - FEDERAL HOLIDAYS

3.1 Except as noted in the schedule of work and under special emergency situations, work shall not be required on the following federal holidays:

- New Year's Day
- Veterans Day
- Martin Luther King, Jr.'s Birthday
- Thanksgiving Day
- Presidents Day
- Christmas Day
- Columbus Day

3.2 The Contractor shall provide cleaning service on the following federal holidays:

- Memorial Day
- Independence Day
- Labor Day

SECTION 4 - DEFINITIONS

- 4.1. Contracting Officer (CO): A Government Employee who has the authority to enter into and administer contracts and make determinations, findings with respect thereto, or with any part of such authority.
- 4.2. Contracting Officer's Technical Representative (COTR): A Government Employee who is responsible for monitoring and technical direction of the contract.
- 4.3. Emergency Service: Any emergency service that occurs during normal hours, or when the Contractor Staff is on site. Emergency service is required to keep all assigned areas safe. Emergency service includes cleaning up water or debris caused by inclement weather, precipitation, wind, broken or leaking pipes, sinks, toilets, drinking fountains, mud or water tracked through the buildings, spilled drinks, and other similar occurrences. Since the purpose of this service is to help eliminate the risk of personal physical injury, it may be reported to the Contractor by any occupant, at any time, and the Contractor must respond immediately. Any question to the legitimacy of an emergency service request shall be immediately (within 24 hours) brought to the attention of the COTR in writing.
- 4.4. Vacant Space: Any office space designated by the COTR that is unoccupied, and not being used to conduct business.
- 4.5. Shall: This word is used in connection with the Contractor and specified that the provision is binding.
- 4.6. Daily: Services performed once or more every 8 hour - period.
- 4.7. Weekly: Services performed once every seven (7) day period with a minimum of five (5) days between services.
- 4.8. Bi-weekly: Services performed during each fourteen (14) day period with a minimum of ten (10) days between services.
- 4.9 Monthly: Services performed during calendar months at intervals of twenty-eight (28) to thirty-one (31) days.
- 4.10 Bi-Monthly: Services performed once every sixty (60) calendar days, with a minimum of four-five (45) days between services.
- 4.11 Quarterly: Services performed during the contract period at intervals of eighty (80) to one hundred (100) days. It is to be considered that there are four (4) quarterly periods within any twelve (12) month period. The Contractor shall endeavor to adhere to a ninety (90) day schedule for the various sections. These services are subject to advance scheduling.
- 4.12 Semi-Annually: Services performed during the contract period of 160 to 200 days. It is to be considered that there are two (2) semi-annual periods within any 12 month period. These services are subject to advance scheduling.
- 4.13 Annually: Services performed during the period at intervals of every 262 to 365 days. It is to be considered that there is one annual period within any 12-month period. These services are subject to advance scheduling.
- 4.14 Windows: All glass surfaces around the perimeter of the buildings. Included also are various interior finishes such as door glass, glass partitions, etc .
- 4.15 Floor Maintenance: All floors accessible to floor machines shall receive floor maintenance. After receiving floor maintenance, the entire floor shall have a uniform coating of a nonskid floor finish, have a uniform, glossy appearance, and be free of marks, heel marks, and other stains and discoloration. Before application, the COTR shall approve all floor finishes. All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc Chairs, trash receptacles and easily movable items shall be tilted or removed to maintain floors underneath. All moved items shall be returned to their proper position when all work is completed. Floor maintenance includes the techniques of dry buffing, spray buffing, stripping and waxing as required to achieve the above stated results. The Contractor shall follow applicable flooring manufacturer's recommendations.
- 4.16 Sweeping or Dust Mopping: This section applies to the floor areas of all assigned spaces. Floors shall be swept and dust mopped so as to present a clean and orderly appearance with no loose dirt or streaks in evidence, including corners and places inaccessible to the mop. Surface accumulation of hardened dirt that cannot be loosened by other means including washing, shall be scraped and then removed by sweeping. It is intended that all dirt, dust, and surface contamination, except embedded dirt and stains, shall be removed by the sweeping method. Care shall be taken in the use of the sweeping, mop or brush, to prevent marring of baseboards, paint, furniture or equipment.
- 4.17 Scrubbing or Wet Mopping: The least amount of water, soap solution, or water cleaner solution required to remove dirt and rinse floors shall be used. Flooding of floors shall be avoided at all times. Rinse water shall be changed frequently. Floors shall be mopped, rinsed, and dried in small areas at a time to reduce the possible water damage. The Contractor shall prevent the splashing of baseboards, furniture, or other equipment with mop water, and prevent water from seeping under furniture, baseboards or equipment. Hard to reach places, such as corners that are inaccessible with the mop shall be carefully cleaned and dried by hand or other methods approved by the Government. All mopped floors shall represent a clean appearance free from streaks, smears, or dirt residue. All scuffmarks and stains shall be removed. When floors cannot be satisfactorily cleaned by sweeping or mopping, they shall be scrubbed by hand or machine. There shall be no mop strings left on the floors and the surfaces shall be left dry. In cleaning un-waxed floors, use clean water in mopping areas where traffic and dirt accumulation is light. In areas where accumulation is heavier, use clean water with

ammonia emulsion finish. The solution shall be no stronger than is required to remove the dirt. Wet mops shall not be allowed to sour.

4.18 Waxing: The surface for waxing shall be cleaned, stripped and free of scuff marks and dirt smears. Two coats of wax or floor dressing shall be applied, allowed to dry, and buffed with an electric type polishing machine using brushes of a type suitable for the surface and as approved by the Government. In applying wax floor dressing, the Contractor shall insure that no wax or floor dressing is splashed on walls, baseboards, furniture, or other surfaces. If such material is splashed upon these surfaces, the Contractor shall immediately remove the same. In the event that splashed wax or floor dressing leaves a permanent stain, the Contractor shall be responsible for returning the area in question to a condition equal to that which existed prior to the work. If necessary, this shall include repainting a section of wall to the satisfaction of the COTR. The Contractor shall remove build-up on floors next to walls or furnishings.

4.19 Rugs and Carpet Shampooing: Upon completion, rugs and carpets shall be free of streaks, stains and spots and shall have a bright uniform color. Rugs/carpets shall be brushed against pile-lay with a stiff desk brush to loosen soil and open pile tufts in preparation for shampooing. Spots of ink, oil and other stains shall be removed without wetting the rug backing. Corners, stairs, and areas under fixed equipment may be shampooed with a hand brush. Cotton pile, because of the tendency to flatten, shall be deck brushed to erect the matted pile after initial shampooing to effectively clean all sides of the pile tufts. Remove fluff lint dislodged by the shampoo brushing and vacuum against the pile tufts. Remove fluff and lint dislodged by the post shampoo brushing and vacuum against the pile-lay. Shampooing may be performed by either the dry or wet (including steam) method.

4.20 Janitorial Closet: Various points throughout the buildings for storing equipment including mops, brooms, dust cloths, and other items. These closets and the stored equipment shall be kept clean and in full orderly manner by the Contractor.

4.21 Compactor Operator: A Contractor employee who dumps all trash collected into the compactor hopper and operates to compact the trash.

4.22 Refuse: Rooms or areas that may be used for the collection of solid waste (garbage, debris, trash, rubbish), shall be cleaned on a daily basis. (Note: carts and containers used for collection and/or storage of waste material shall be non-combustible or flame resistant construction.)

4.23 29 CFR: 29th edition, Code of Federal Regulations.

4.24 Reserved

2.25 Office: A room in which administrative and/or clerical activities are conducted.

4.26 Main Corridor: Passageway.

4.27 Secondary Corridors: All corridors other than the main corridor.

4.28 Dusting: Application of treated hand dust rag on all horizontal and vertical surfaces below 72 inches. Surfaces shall be left free of any standing dust or streaks.

4.29 Spot Cleaning: Removal of stains or marks from specific areas of carpeted or tiled floors.

4.30 Carpet Cleaning: The Contractor shall be responsible for cleaning carpets through-out the USCP facilities.

4.31 Normal Working Hours: 7:30 a.m. to 4:00 p.m., Monday through Friday, excluding Government holidays.

4.32 Metal Polishing: The application of a COTR approved polish in accordance with manufacturer recommendations for various metal surfaces. Metal surfaces shall be free of smears, stains and finger marks and shall be clean/bright and polished to a uniform luster.

4.33 Wood Polishing: The application of a COTR approved polish in accordance with manufacturer recommendations for various wood surfaces. Wood surfaces shall be clean and free of smudges and residue.

4.34 Vacuum: To utilize vacuum machine to vacuum all exposed carpeted surfaces.

SECTION 5 - GOVERNMENT FURNISHED PROPERTY

5.1 The Government shall provide designated space in the building and a reasonable amount of utilities from existing sources. These utilities are to be used with the performance of this contract. The Contractor shall maintain such building space to the same standards as similar areas occupied by the Government. The Contractor shall not make any alterations to the space except with written permission of the COTR. The Contractor shall vacate such building space and restore the premises to the condition in which received,

at its expense, fair wear and tear excepted, by end of contract period.

5.1.1 Space may be assigned, as available in the building, for the storage of an inventory of supplies and equipment that will be used in the performance of work under the contract. The supplies and equipment will be used in the performance of work under the contract. The Government will not be responsible in any way for damage or loss of parts or equipment.

5.2 Reserved.

5.3 Telephones for the Contractors use in making calls in the buildings for business purposes. The Contractor shall arrange with the telephone company for the installation at the Contractor's expense of private outside business for his/her use in making calls outside the building.

SECTION 6 - CONTRACTOR FURNISHED PROPERTY

6.1 The Contractor shall provide everything (including all cleaning materials) required to execute the contract except for the items included in section 3.0 of the contract. The Contractor shall provide Material Safety Sheets (MSDS) to the COTR for approval prior to the use of any chemicals.

6.1.1 All applicable contractor-furnished equipment (e.g., cleaning carts, scrubbers, buffers, vacuums, etc.) shall include bumpers/guards of some type to prevent marking or scratching of fixtures, furnishings, or building surfaces.

6.1.2 All electrical equipment used by the Contractor shall meet all safety requirements of this contract and shall be UL approved. This equipment must operate using existing building circuits. It shall be the responsibility of the Contractor to prevent the operation or attempted operation of electrical equipment, or combinations of equipment, which require power exceeding the capacity building circuits. Inoperable equipment is not cause for tasks not to be performed; appropriate deductions will be made by the COTR.

6.1.3 The Contractor shall furnish and use beater bar type vacuums for carpeted floors.

6.1.4 The Contractor shall furnish replacement black/gray plastic trash can liners for each trash can.

6.1.5 The Contractor shall furnish paper hand towels, toilet paper, both hand and shower soap, replacement deodorizer cartridges and sanitary toilet seat covers for all toilet rooms. Samples shall be submitted to the COTR for approval prior to the effective date of the contract, and whenever a change occurs. The Contractor shall give the COTR examples with their proposal of paper towel dispensers that could be more suitable for the headquarters building after the Contract has been awarded.

6.1.5.1 The Contractor shall furnish and stock feminine sanitary supplies in the Women restrooms, refund for malfunctions and keep dispensers in working order.

6.1.6 The Contractor shall provide protective gloves, safety eyeglasses and any other safety equipment needed to execute the contract.

6.1.7 The Contractor shall provide the necessary labor, supplies and equipment needed to perform grounds maintenance services (policing of trash only) in accordance with the terms of the contract.

SECTION 7 - SPECIFIC TASKS

7.1. TOILET ROOMS

7.1.1. Daily

7.1.1.1. Sweeping and Scrubbing: Sweep and scrub floors utilizing a cleaner/disinfectant. All surfaces shall be dry and the corners clean.

7.1.1.2. Clean all fixtures including metal chrome surfaces water closets, urinals, washbasins, showers stalls, mirrors, waste receptacles, shelving, dispensers and wall surfaces, utilizing a cleaner/disinfectant. Raise water closet seats. (Use of a strong neutral soap solution is preferred by the Government.) Toilet bowls and urinals shall be de-scaled and the entire surface shall be free from stains, scale, scum, urine deposits and rust stains. This shall be accomplished twice daily, morning hours (8:00 am to 10:00 am) and afternoon hours (2:00 pm to 4:00 pm) and once a day cleaning is acceptable on Saturday and Sunday.

7.1.1.3. Bowl/urinals shall be scrubbed clean as far into the trap as possible and under the inside rim. Removal of stains with soap grit or grit cake is allowed; however, the use of toilet bowl cleaners, acids, or strong alkalis which tend to damage glaze shall not be allowed. Cleaning shall include the seat, interior/exterior of bowl/urinal, flush valve, and polishing piping. This shall be accomplished twice daily, morning hours (8:00 am to 10:00 am) and afternoon hours (2:00 pm to 4:00 pm) and once a day cleaning is acceptable on Saturday and Sunday..

7.1.1.4. Servicing: Empty waste receptacles, provide paper towels, hand & shower soap, toilet paper and seat cover dispensers. Empty, clean and disinfect sanitary napkin receptacles; replace soiled bags with new ones. Check deodorizers and replace cartridges when necessary. Collect soiled bags in separate containers for disposal. Rest rooms shall be inspected, re-supplied and maintained for use. This shall be accomplished twice daily, morning hours (8:00 am to 10:00 am) and afternoon hours (2:00 pm to 4:00 pm) and once a day cleaning is acceptable on Saturday and Sunday..

7.1.1.5. Spot Cleaning: Smudges, marks or spots shall have been removed without causing unsightly discoloration. Spot clean all surfaces to include the walls.

7.1.1.6. Dusting: Dusting shall be done daily through-out each facility.

7.1.1.7. Policing: During the day, empty waste paper receptacles both inside and outside and services dispensers, police rooms and outside areas. Clean washbasins as traffic demands .

7.1.1.8. The Contractor shall service all toilet rooms to maximum capacity during the afternoon of the last day of the contact period. Dispensers stock of paper supplies and hand soap remaining at the termination of that last official workday shall not be removed.

7.1.2. Weekly

7.1.2.1. Wet Mopping and Spray Buffing: Damp mop and spray buff all resilient floors.

7.1.2.2. Damp Wiping: Damp wipe the full surface area of all stall partitions, doors, and wastepaper receptacles utilizing a multipurpose (disinfectant-deodorizer) cleaner.

7.1.3. Quarterly

7.1.3.1. Stripping: Strip and apply four (4) coats of floor finish to hard and resilient floors. All old finish or wax shall have been removed.

7.1.3.2. Finishing: Walls, baseboards and other surfaces shall be free of finish residue and marks from the equipment.

7.2. OFFICE SPACE

7.2.1. Daily

7.2.1.1. Empty trash receptacles Shall be done twice (2 times) a day if necessary. The Contractor shall insure that trash receptacles will be empty at the end of each workday.

7.2.2. Weekly

7.2.2.1. Vacuum, mop, sweep and spot clean (2 times/week).

7.2.2.2. Dust and Damp wipe.

7.2.3. Semi-annually

7.2.3.1. Strip and wax all bare floors.

7.2.4. Annually

7.2.4.1. Shampoo carpet.

7.3. EXECUTIVE OFFICE SPACE

7.3.1. Daily

7.3.1.1. Empty trash receptacles, vacuum, dust, spot clean and damp wipe as necessary to keep clean on a regular basis.

7.3.2. Weekly

7.3.2.1. Polish furniture.

7.3.3. Semi-Annually -

7.3.3.1. Shampoo carpets.

7.4. VACANT SPACE

7.4.1. Monthly

7.4.1.1. Empty wastebasket if necessary, and police area.

7.5. SHOWER AND LOCKER ROOMS

(NOTE: Contractor will provide male and female cleaning staff for locker room areas)

7.5.1. Daily

7.5.1.1. Sweeping and Scrubbing: Sweep and scrub floors utilizing a cleaner/disinfectant. All surfaces shall be dry and the corners clean.

7.5.1.2. Clean all fixtures including metal chrome surfaces water closets, urinals, washbasins, showers stalls, mirrors, waste receptacles, shelving, dispensers and wall surfaces, utilizing a cleaner/disinfectant. Raise water closet seats. (Use of a strong neutral soap solution is preferred by the Government.) Toilet bowls and urinals shall be de-scaled and the entire surface shall be free from stains, scale, scum, urine deposits and rust stains. This shall be accomplished twice daily, morning hours (8:00 am to 10:00 am) and afternoon hours (2:00 pm to 4:00 pm) and once a day cleaning is acceptable on Saturday and Sunday.

7.5.1.3. Bowl/urinals shall be scrubbed clean as far into the trap as possible and under the inside rim. Removal of stains with soap grit or grit cake is allowed; however, the use of toilet bowl cleaners, acids, or strong alkalis which tend to damage glaze shall not be allowed. Cleaning shall include the seat, interior/exterior of bowl/urinal, flash valve, and polishing piping. This shall be accomplished twice daily, morning hours (8:00 am to 10:00 am) and afternoon hours (2:00 pm to 4:00 pm) and once a day cleaning is acceptable on Saturday and Sunday..

7.5.1.4. Servicing: Empty waste receptacles, provide paper towels, hand & shower soap, toilet paper and seat cover dispensers. Empty, clean and disinfect sanitary napkin receptacles; replace soiled bags with new ones. Check deodorizers and replace cartridges when necessary. Collect soiled bags in separate containers for disposal. Restrooms shall be inspected, re-supplied and maintained for use. This shall be accomplished twice daily, morning hours (8:00 am to 10:00 am) and afternoon hours (2:00 pm to 4:00 pm) and once a day cleaning is acceptable on Saturday and Sunday..

7.5.1.5. Spot Cleaning: Smudges, marks or spots shall have been removed without causing unsightly discoloration. Spot clean all surfaces, to include walls.

7.5.1.6. Policing: During the day, empty waste paper receptacles both inside and outside and services dispensers, police rooms and outside areas. Clean washbasins as traffic demands .

7.5.1.7. The Contractor shall service all toilet rooms to maximum capacity during the afternoon of the last day of the contact period. Dispensers stock of paper supplies and hand soap remaining at the termination of that last official workday shall not be removed.

7.5.2. Weekly

7.5.2.1. Wet Mopping and Spray Buffing: Damp mop and spray buff all resilient floors.

7.5.2.2. Damp Wiping: Damp wipe the full surface area of all stall partitions, doors, and wastepaper receptacles utilizing a multipurpose (disinfectant-deodorizer) cleaner.

7.5.2.3 Vacuuming all carpeted areas in the locker room (x-two weekly).

7.5.3 Monthly

7.5.3.1 Dusting shall be done monthly through-out each facility high and low to include the tops of the lockers.

7.5.4. Quarterly

7.5.4.1. Stripping: Strip and apply four (4) coats of floor finish to hard and resilient floors. All old finish or wax shall have been removed.

7.5.4.2. Finishing: Walls, baseboards and other surfaces shall be free of finish residue and marks from the equipment.

7.6. GYM

7.6.1. Daily

7.6.1.1. Sweeping: Sweep bare floors. Floors shall be cleaned and free of trash and foreign matter. No dirt shall be left in corners, or behind doors or under gym equipment.

7.6.1.2. Wipe down gym equipment with sanitizer.

7.6.2. Weekly

7.6.2.1 Mopping will be done twice a week using a floor sanitizer.

7.6.3. Bi-weekly

7.6.3.1. Damp Mopping and Spray Buffing: Damp mop and spray buff all hard and resilient floors. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished area shall have a uniform luster.

7.6.4. Monthly

7.6.4.1. Glass Cleaning

7.6.5 Semi-annually

7.6.5.1 Stripping and waxing: Strip and apply four (4) coats of floor finish to all hard and resilient floors. All old finish or wax shall be removed. There shall be no evidence of gum, rust, burns or scuffmarks. Water solutions shall not be used on wood flooring.

7.6.5.2 Finishing: Walls, baseboards and other surfaces shall be free of finish residue and marks from the equipment. Floors shall be free of streaks, mop strand marks and skipped areas.

7.7. DRINKING FOUNTAINS

7.7.1. Daily

7.7.1.1. Clean drinking fountains and replenish paper cups where dispensers are provided. The porcelain, plastic or stainless steel surfaces shall be clean and bright, and they shall be free of dust, spots, stains and streaks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustation. There shall be no mineral or calcium buildup on bubblers. Drinking fountain tops and plumbing hardware shall be washed by using a neutral soap solution, which shall be removed by a damp clean cloth.

7.8 HIGH TRAFFIC AREAS

7.8.1. Areas near doors and in corridors that become wet and dirty due to foot traffic during inclement weather shall be mopped to reduce safety hazards and to prevent damage or deterioration to the floor surface. Mopping shall not exceed four (4) times per day.

7.9 WINDOWS AND GLASS

7.9.1. Semi-annually

7.9.1.1. Window washing: Wash all interior building glass. Note: All window washing must be scheduled two weeks in advance with COTR or designated representative s approval. Washed glass shall be clean and free of dirt, grime, streaks, and excessive moisture and shall not be cloudy. Window sashes, sills, woodwork and other surrounding interior glass shall be wiped free of drippings and other watermarks.

7.10. WINDOW BLINDS

7.10.1. Annually

7.10.1.1. Washing blinds: Remove from the windows to a COTR approved area and wash. Blinds shall be returned and hung within two (2) working days. Both sides of blinds slats shall be clean and free of dust.

7.10.1.2. Dusting of window blinds: Dust or vacuum all window blinds at a 6 month interval from washing cycle. Both sides of blind slats shall be free of dust. Note: Dusting and washing is expected to occur six months apart from each other.

7.11. HIGH CLEANING

7.11.1. Annually

7.11.1.1. Clean all vertical and horizontal surfaces in the building approximately 72 inches or more from the floor. This includes, but is not limited to, the wall and ceiling area, transoms, clocks, ceiling molding, tops of partitions, wall fans, pictures, plaques, file cases, bookcases, lockers, etc. Damp wipe and dry high surfaces such as transom, clock glass, picture frames and glass, smudged areas surrounding air grilles, diffusers, etc. Surfaces shall be clean and free of dust. Where glass is present, both sides shall be clean and free of streaks.

7.12. FLOOR MATS

7.12.1. During inclement weather, lay out floor mats provided by the Contractor, in entranceways and lobbies. Clean, remove and store mats when no longer required. Stored mats shall be clean and free of dirt, grime, stains and excessive buildup and crusted material.

7.13. BREAKROOMS & VENDING MACHINE AREAS

7.13.1. Daily

7.13.1.1. The Contractor shall be responsible, for sweeping and mopping all of the areas that are accessible to the public.

7.13.2. Weekly

7.13.2.1. Dusting and scrub flooring.

7.13.3. Quarterly

7.13.3.1. Strip and wax.

7.14. DISPLAYS AND PORTRAITS

7.14.1 Weekly

7.14.1.1. Surfaces shall be clean and free of dust, dirt, marks, or foreign matter. The Contractor is not to use any polishes, cleaners, or chemicals on any displays or portraits in any facility without prior approval from the COTR. All glass surfaces shall be maintained clean and free of dirt, dust, and water spots.

7.15. METAL AND BRASS SURFACES

7.15.1 Weekly

7.15.1.1 All surfaces shall be maintained to ensure they are free of smears, stains, smudges, or other soil substances and present a uniform luster.

7.16. STAIRWELLS AND LANDINGS

7.16.1 Daily

7.16.1.1 Surfaces shall be free of dust, dirt, spillages, and other removable soil substances. Carpeted surfaces shall be free of obvious dirt, dust, spots, and spillages.

7.17. TRASH/DEBRIS

7.17.1 Daily

7.17.1.1 All trash, debris, and materials generated in and around the building shall be collected and moved to the designated areas specified by the COTR. Bags of trash, debris or recyclable material shall not be left in the public areas.

7.18. DOORS

7.18.1 Daily

7.18.1.1 Surfaces shall be cleaned and free of dirt, marks, or foreign matter. All glass surfaces shall be maintained clean and free of dirt, dust, and water spots.

7.19. Trash receptacles located in the parking on the corner of South Capitol and E Street will be emptied daily.

7.19.1. Reserved

SECTION 8 - PERFORMANCE REQUIREMENTS SUMMARY

8.1. Exhibit 1 is a listing of contract requirements considered most critical to satisfactory contract performance. Included also is the maximum allowable percentage (per hundred units) of deviation from perfect performance of each requirement allowed by the Government before the contract performance is considered unsatisfactory. This is identified as the Acceptable Quality Level (AQL) and represents the level of quality the Government expects of the Contractor. The AQL does not imply that the Contractor may knowingly perform in an unsatisfactory way; it implies that the Government recognizes that unsatisfactory performance sometimes happens unintentionally. As long as unsatisfactory work does not exceed the AQL, the service will not be subject to payment reduction by the Government. The Contractor, however, must re-perform all unsatisfactory work unless excused by the COTR.

8.2. The Government's quality assurance procedures are based on random sampling of the recurring critical output services of the contract. Other areas will be reviewed periodically (i.e. weekly, monthly, quarterly).

8.2.1. Government inspections against Contractor requirements identified in the PWS will be the criteria for determining acceptable and unacceptable levels of performance by the Contractor.

8.3. When the number of defects in the Contractor's performance is discovered by the COTR and exceeds the allowable limit, the Contractor shall be required to complete a Contract Discrepancy Report (CDR). The Contractor shall explain in writing why performance was unsatisfactory, how performance will be returned to satisfactory levels and how recurrence of the problem will be prevented in the future.

8.4. Monthly payment to the Contractor shall be reduced for unsatisfactory performance using the following methods.

8.4.1. Each month, the Contractor's performance will be compared to contract standards and acceptable quality levels.

8.4.2. If performance in any required service is unsatisfactory, and the unsatisfactory performance is clearly the fault of the Contractor, a percentage of the Contractor's monthly invoice will be deducted. The percentages to be used are pre-determined and listed on the Deduction Table for Unsatisfactory Performance.

SECTION 9 - GENERAL REQUIREMENTS

9.1. The Contractor shall provide trained and qualified personnel at all levels of required job performance. The Supervisors(s) and all assigned employees shall be able to perform the work in accordance with the Contract Documents.

9.1.2. Within the premises whether on or off duty, the Contractor's employees shall conduct themselves in an orderly and safe manner. Smoking is not permitted. Fighting or engaging in horseplay, being under the influence of alcohol or drugs, or bringing alcohol or drugs into the USCP facilities, gambling, soliciting, stealing, taking pictures or bringing cameras or other photographic devices anywhere on the properties, and any immoral or otherwise undesirable conduct shall not be permitted and shall result in immediate and permanent removal of any employee engaging in such conduct from work under this contract.

9.1.3. The personnel employed by the Contractor shall be trained in custodial type work. The building shall be fully staffed beginning the first day of work under the contract. The Contractor's employees shall be made familiar with the building fire alarm system and trained by AOC personnel on the procedures to follow in the event of fire or emergency.

9.1.4. No food or beverage is to be consumed by Contractor employees anywhere except for spaces designated by the COTR, or the buildings cafeterias during their hours of operation. In addition, Contractor employees are not allowed to break in any area other than spaces designated by the COTR.

9.1.5. The Contractor will be allowed to use the loading dock for receipt and shipment of supplies, equipment and materials. The Contractor is required to coordinate the receipt and/or deliveries to avoid interference with other operations. The Contractor may be subject to security checks by the U.S. Capitol Police on all incoming and outgoing deliveries. Vehicle access to the loading dock areas during night-time hours shall be coordinated with the U.S. Capitol Police.

SECTION 10 - CHEMICAL AND SUPPLIES

10 GENERAL REQUIREMENTS

10.1 The Contractor shall furnish all chemicals necessary to perform the work in accordance with the Contract Documents, and shall ascertain the appropriateness of all chemicals for their intended use on a surface or material before any actual use of the chemical.

10.2 The Contractor shall use only those chemicals/supplies it listed in its proposal, and which were accepted by the Government, throughout the term of the contract, unless it obtains written permission from the COTR to make a change in accordance with the following procedure.

10.2.1 The Contractor shall submit a written request to the COTR.

10.2.2 The written request shall identify the product use, the brand name, the manufacturer's complete name, address, and telephone number.

10.2.3 The Contractor shall attach a product brochure, MSDS, OSHA Form 20 and chemical specification to the written request. The Contractor shall provide the COTR with a container of the chemical to be used for on-site evaluation.

10.2.4 At the sole discretion of the COTR, any chemical the Contractor wishes to substitute may be required to be submitted to an independent testing laboratory approved by the COTR. The Contractor shall pay the cost for evaluation and comparison to the chemical(s) listed in its proposal and previously approved for use.

10.2.5 If alternate brand performs as well or better than the brand included in the Contractor's proposal as determined by the COTR according to the procedures described above, causes no interference with the operations activities of the contract or damage to its facilities, is less hazardous to health, and its substitution is in the best interest of the Architect of the Capitol, the chemical will be approved for use in the performance of the work.

10.2.6 APPLICABLE LAW

10.2.6.1 The Contractor shall comply with all applicable laws, regulations and codes including but not limited to the Contractor's obligations as an employer with regard to health and safety of its employees. As a minimum, the Contractor shall:

10.2.6.2 maintain on the site of the work a copy of Occupational Safety and Health Act (OSHA) Form 20, Material Safety Data Sheet (MSDS), or approved equivalent, for all chemicals used in the performance of the work and shall provide the COTR a copy.

10.2.6.3 comply with 29 CFM 1920.1200 Hazard communication Standards (HCS), commonly known as the Right-to-Know Act, including the following requirements that:

10.2.6.4 all chemicals issued to cleaning workers shall be properly labeled, including the product name, the product use, instructions for use, dilution instructions, hazard warnings, manufacturer's quality control batch numbers and chemical content. The HCS applies to both primary and secondary containers. Primary containers are defined as those containers used in shipping by the manufacturer. Secondary containers are defined as those containers used to distribute chemicals to the workers such as on-gallon containers and spray bottles.

10.2.6.5 Flammable and corrosive materials must be stored in flammable and corrosive lockers which will be provided by the Contractor. All chemicals shall be stored properly which includes segregation of incompatible materials.

10.2.6.6 the Contractor shall prepare and maintain a written Hazard Communications Program including sections describing pertinent definitions and terminology, workplace chemical hazard analysis and/or determination, an inventory listing of all chemicals to be used in the work, a copy of each MSDS, labeling and transfer rules and requirement, and a training program.

10.2.6.7 Comply with 29 CFR 1910.1030 Blood Pathogens, including the requirement that the Contractor provide training and protective clothing for all employees involved in the cleaning of restrooms and clinic areas to prevent the possible transmission of disease.

10.3 MANUFACTURER'S INSTRUCTIONS

10.3.1 The Contractor shall follow the instructions of the chemical manufacturers in the use of all chemical products.

10.4 SLIP RESISTANCE

10.4.1 The Contractor shall verify that all floor finishers, seals, spray buff solutions, and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors. The Contractor shall immediately report any observed instance of slippery or slick floors to the COTR.

SECTION 11 - RECYCLING PROGRAM

11.1 The Architect of the Capitol (AOC) is actively participating in the Recycling Program. Each floor must have a designated recycle collection area. This area should be equipped with receptacles to collect Grade 1 paper, Aluminum Cans, and Plastic Bottles. Individual work station may be equipped with small individual recycling cans for paper only at the request of the individual. The contractor will not be responsible for separating material in the separate cans.

11.2 The contractor shall be responsible for collecting the recycling cans from each work station daily and consolidating them into the larger collections areas.

11.3 The Contractor shall check the collection areas daily to see if they are full. Once they are full the contractor will empty the recycling material into the recycling containers in the parking lot directly behind the Fairchild building.

11.9 The AOC reserves the right to create weekly scheduled pickups by the AOC Recycling Program Coordinator so as to benefit the AOC contributions.

Exhibit 1 - DEDUCTION TABLE FOR UNSATISFACTORY PERFORMANCE

Contract Requirement

1. Toilet cleaning or servicing..... AQL: 100% Deduction from Monthly Invoice: 1.0%
2. Toilet room cleaning..... AQL: 100% Deduction from Monthly Invoice: 1.0%
3. Office cleaning..... AQL: 100% Deduction from Monthly Invoice: 1.0%
4. Cleaning storage space..... AQL: 100% Deduction from Monthly Invoice: 0.5%
5. Cleaning executive space..... AQL: 100% Deduction from Monthly Invoice: 1.0%
6. Cleaning vacant space..... AQL: 100% Deduction from Monthly Invoice: 0.5%
7. Freight elevator cleaning..... AQL: 100% Deduction from Monthly Invoice: 0.7%
8. Sweep & dust stairways..... AQL: 100% Deduction from Monthly Invoice: 0.5%
9. Mop stairways..... AQL: 100% Deduction from Monthly Invoice: 0.8%
10. Shower and Locker Rooms..... AQL: 100% Deduction from Monthly Invoice: 1.0%
11. Gym..... AQL: 100% Deduction from Monthly Invoice: 1.0%
12. High cleaning..... AQL: 100% Deduction from Monthly Invoice: 0.5%
13. Dusting blinds..... AQL: 100% Deduction from Monthly Invoice: 0.5%
14. Washing blinds..... AQL: 100% Deduction from Monthly Invoice: 0.7%
15. Drinking fountains..... AQL: 100% Deduction from Monthly Invoice: 1.0%

Exhibit 2

1. Due to the need for an escort in the US Capitol Police sensitive areas, the Contractor will provide routine daily service according to the following cleaning schedule (see exhibit 4 & 5).

2. Monthly, Quarterly, and Annual service will be scheduled by appointment in advance with the appropriate point of contact for that section needing service

a. Normal Weekday Cleaning: In general, all areas or spaces including the common areas such as toilets, hallways, corridors, locker rooms, shower rooms, break rooms, class rooms, etc. on the first, second, third, seventh, and eighth floors of the Fairchild Building occupied by the USCP and Architect of the Capitol (AOC) shall be cleaned Monday thru Friday between the hours of 0730 and 1600. (see Exhibit 3- Weekdays (Monday through Friday))

b. USCP has a 24/7 operation in certain areas or divisions on various floors at the Fairchild Building. Therefore, weekend and holiday cleaning will be required during the hours of 0800 to 1200. See Exhibit 5 (Weekend Cleaning) for schedule and locations.

Exhibit 3

WEEKDAYS (Monday through Friday) 0730 to 1600

The following schedule must be followed in the areas listed below. All cleaning times are subject to change upon direction of the COTR.

FIRST FLOOR

DIVISION: CERT

Floor: 1st

Cleaning Time: 0730 0800

DIVISION: Fitness Center & Toilets

Floor: 1st

Cleaning Time: 0830 1000

DIVISION: Crime Scene Search

Floor: 1st

Cleaning Time: 0730 - 0800 (First Cleaning)

1500 1600 (Second Cleaning)

DIVISION: Background Investigations

Floor: 1st

Cleaning Time: 0900 1000

SECOND FLOOR

DIVISION: Locker Rooms (Men s & Women s)

Floor: 2nd

Cleaning Time: 0800 1100 & 1300 1500

THIRD FLOOR

DIVISION: Patrol Division

Floor: 3rd

Cleaning Time: 0730 - 0800 (First Cleaning)

1500 1600 (Second Cleaning)

DIVISION: BREAK ROOM & TOILETS

Floor: 3rd

Cleaning Time: 0800 - 0900 (First Cleaning)

1400 1500 (Second Cleaning)

EIGHTH FLOOR

DIVISION: Security Services Bureau

Floor: 8th

Cleaning Time: 1200 1500

Exhibit 4

WEEKENDS (Saturday and Sunday/Holidays) 0800 to 1200

The following schedule must be followed in the areas listed below. All cleaning times are subject to change upon direction of the COTR.

FIRST FLOOR

DIVISION: Fitness Center & Toilets

Floor: 1st

Cleaning Time: 0830 1000

DIVISION: Crime Scene Search

Floor: 1st

Cleaning Time: 0800 0830

Toilets & Hallway Floor Cleaning

Cleaning Time 0800 - 1200

SECOND FLOOR

DIVISION: Locker Rooms

Floor: 2nd

Cleaning Time: 0800 1100

Toilets & Hallway Floor Cleaning

Cleaning Time 0800 - 1200

THIRD FLOOR

DIVISION: Patrol Division

Floor: 3rd

Cleaning Time: 0800 - 0830

DIVISION: BREAK ROOM & TOILETS

Floor: 3rd

Cleaning Time: 0800 00900

Exhibit 5 - Optional Services

Upon acquisition of the vacant lot, Lot 6G, adjacent to the Fairchild Building on South Capitol and E Street, the Contractor shall police the lot on a daily basis and perform the following services;

Pickup trash, debris, and fallen branches from trees.

Debris removal and disposal: All branches, cuttings, clippings, leaves, sticks, rocks, cans, paper, cartons, and bottles, etc. are to be removed from the area. Debris removal is to be performed to prevent unsightly accumulation. All debris collected by the Contractor in conjunction with this contract shall be placed in the dumpster located on site. Furthermore, disposal of debris resulting from work issued under Additional Services will be dealt with on a case by case basis.

Trash receptacles, that will be located in the parking lot, shall be emptied daily.

Technical Exhibit

Building (Statistics) Information for the United States Capitol Police facilities located in Washington, D.C.

Building Name and Location:

Location:

Fairchild Building 499 South Capitol Street, SW Washington, D.C.

Number of Floors to be cleaned: 5

Official working hours of Building Occupants: 24 Hr/Day.

Building Statistics:

Total Leased Space 115,000 SF

Office Space 96,000 SF

Total Hard Floor 19,000 SF

Fixtures (Bathroom) 96 EA

Fixtures (Break room) 18 EA

Windows 255 EA

Section D - Packaging and Marking

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Section E - Inspection and AcceptanceSec. E 52.252-1**52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

www.gsa.gov or www.arnet.gov

(End of provision)

Clauses By Reference

Clause	Title	Date
52.246-4	Inspection Of Services--Fixed Price	11/08/2006

Section F - Deliveries and Performance

52.242-15

Stop-Work Order (Aug 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(End of clause)

AOC52.211-4

TERM OF CONTRACT (JAN 2007)

The term of the basic period of contract performance shall be 16 August 2007 through 15 August 2008 with 4-one year optional periods.

(End of clause)

Sec. F 52.252-2

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

www.gsa.gov or www.arnet.gov

(End of clause)

Clauses By Reference

Clause	Title	Date
52.247-34	F.O.B. Destination	11/08/2006

Section G - Contract Administration Data

AOC52.201-1

CONTRACTING OFFICERS AUTHORITY (JUN 2004)

The Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract, notwithstanding any provision contained elsewhere in this contract. In the event that the Contractor makes any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof.

(End of clause)

AOC52.211-1

KEY PERSONNEL (JUN 2004)

(a) The Contractor shall assign to this contract the following key personnel: (the name(s) of the key personnel shall be completed at time of award)

Name: _____ Title: _____ Telephone No. _____

Name: _____ Title: _____ Telephone No. _____

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by Paragraph (c) below. After the initial 90-day period, the Contractor shall submit the information required by Paragraph (c) to the Contracting Officer at least 15 calendar days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutions, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the person being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. The contract will be modified to reflect any approved changes of key personnel.

(d) The approval of substitute personnel will not be considered to be grounds for an increase in the contract price.

(e) The special security requirements in AOC52.223-5, Special Security Requirements, or AOC52.223-6, Special Security Requirements - U.S. Supreme Court, shall apply to all approved Contractor personnel substitutions.

(End of clause)

AOC52.211-2

APPROVAL OF SUBSTITUTE CONTRACTOR PERSONNEL (JUN 2004)

(a) [During the first ninety days of performance], the Contractor shall make no substitutions of personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (b) below. [After the initial 90-day period], the Contractor shall submit the information required by paragraph (b) to the Contracting Officer at least 15 calendar days prior to making any permanent substitutions.

(b) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the person being replaced.

(c) This paragraph applies only to a labor hour or time-and-materials contract. The Unit Price (hourly labor rate) for the approved substituted personnel shall remain the same as the rates of the relevant labor category, in the applicable Base Year or any of the subsequent Option Years (see the SCHEDULE OF ITEMS in Section B).

(d) The special security requirements in AOC52.223-5, Special Security Requirements, or AOC52.223-6, Special Security Requirements - U.S. Supreme Court, shall apply to all approved Contractor personnel substitutions.

(End of clause)

AOC52.223-5

SPECIAL SECURITY REQUIREMENTS - SERVICES (MAR 2007)

(a) All vehicles, and contents, used by the Contractor or his subcontractors, which enter or leave United States Government property during performance of the work, will be subject to clearance, inspection and identification procedures conducted by the United States Capitol Police.

(b) All persons entering the Legislative Branch Buildings shall gain access to the building by passing through x-ray screening devices. In addition, all handbags and all hand-carried items shall be screened by x-ray devices prior to their entry into the building.

(c) All personnel provided by the Contractor and employed on the site of the work will be subject to a security background investigation. Each employee will be required to fill out an I.D. Request Form and U.S. Capitol Police Request for check of Criminal History Records and each employee will be photographed and fingerprinted. The Contractor shall provide any assistance required by any of its employees in completing the forms.

(d) Prior to commencement of work, the contractor and all designated on-site employees will be required, on a one-time basis, to be fingerprinted in Washington D.C. The location for the Electronic Fingerprinting Service is the U.S. Capitol Hill Police, Fairchild Building, 499 South Capitol Street SW, Washington, DC 20003.

(e) Within seven (7) calendar days after the date of contract award, the Contractor shall submit to the Contracting Officer's Technical Representative (COTR) a list of all employees proposed to be employed on this contract. This list shall include the employee's full name, date of birth and social security number.

(f) While security background investigations are in process, the Contractor's employees must not be granted access to the Capitol Hill complex to perform work or provide services for the AOC unless they are escorted by an AOC staff member. "Escorted" is defined to mean that the AOC staff member will remain with the employee(s) at all times during the performance of the work. Any of the Contractor's employees who are perceived by the Contracting Officer as a security risk as a result of evidence discovered in the background security investigation will not be issued an Identification Card, will be denied access to the site of the work, and the Contractor will be directed to remove such employee from performance of any of the contract work, whether it be on or off the work site. Any contractor employee denied access to the site of work on a contract or task/delivery order as a result of a security investigation may not apply for access to any other AOC/U.S. Supreme Court contract or task/delivery order work site.

(g) An identification card, with photograph, will be prepared for each employee of the Contractor requiring access to the site. The identification card shall be dated to indicate the period of time for which it is to remain valid - from the date the employee reports for duty until the applicable date which occurs first: the expiration of the contract, or the last date of the employee's tour of duty with the Contractor. All contractor personnel must wear the ID badge whenever on the Capitol complex premises or when attending off-site functions on behalf of the AOC. ID badges must be worn in such a manner that contractor personnel can be easily identified as such.

(h) All persons entering the Legislative Branch Buildings shall gain access to the building by passing through a magnetometer. In addition, all handbags and all hand-carried items shall be screened by x-ray devices prior to their entry into the building.

(i) The Contractor is fully responsible to return:

(1) The ID badge of any individual employee, including subcontractor personnel, who is removed for any reason including but not limited to illness, or dismissal;

(2) The ID badges of all contractor employees, including subcontractor personnel, whose performance under the contract is completed in advance of final contract job completion; and

(3) All outstanding ID badges issued for the contractor and its employees, including subcontractor personnel, within 24 hours of on site contract job completion.

(j) ID badges are to be hand delivered by the contractor within 24 hours of any of the events listed under (f) above to the Contracting Officer's Representative.

(k) The Contractor's failure to return any ID badge, access card, or key issued under this contract or order shall result in a deduction of \$100.00 from the contract per ID badge, access card, and/or key not returned.

(End of clause)

AOC52.223-7

SPECIAL SECURITY CLEARANCE AND INSPECTION PROCEDURES (JUN 2004)

(a) All vehicles and contents used by the Contractor or his subcontractors which enter or leave United States Government property during performance of the work will be subject to clearance, inspection, and identification procedures conducted by the United States Capitol Police. See the attachment entitled U.S. CAPITOL POLICE NOTICE in Section J for instructions prior to delivery.

(b) All persons entering the Legislative Branch Buildings shall gain access to the building by passing through x-ray screening devices. In addition, all handbags and all hand-carried items shall be screened by x-ray devices prior to entry into the building.

(End of clause)

AOC52.223-8

DELIVERY VEHICLE INSPECTION REQUIREMENTS (DEC 2006)

(a) All vehicles and contents used by the Contractor or his subcontractors which enter or leave United States Government property during performance of work under this contract will be subject to clearance, inspection, and identification procedures conducted by the United States Capitol Police.

(b) Mobile Vehicle and Cargo Inspection System (Mobile VACIS). All delivery vehicles carrying fuel, garbage, or similar cargo that cannot be offloaded for inspection and security screening shall utilize the Mobile VACIS located at Third and Pennsylvania Avenue, NW, Washington, DC, for inspection prior to making deliveries to any building within the Capitol Complex, including, but not limited to, the U.S. Capitol Building; the U.S. Botanic Garden; the Hart, Dirksen, and Russell Senate Office Buildings; the Rayburn, Longworth, Cannon, and Ford House Office Buildings; the Thomas Jefferson, John Adams, and James Madison Memorial Library of Congress buildings; the Capitol Power Plant; the Capitol Visitors Center; and the U.S. Supreme Court and Thurgood Marshall Federal Judiciary Buildings.

(c) 4700 Shepherd Parkway SW inspection facility. All other vehicles making deliveries to the above listed locations except for the Thomas Jefferson, John Adams, and James Madison Memorial Library of Congress buildings and the U. S. Supreme Court shall utilize the off-site inspection and screening facilities at 4700 Shepherd Parkway SW, Washington, DC 20032.

(d) For all deliveries within seven calendar days or prior to the first delivery, the contractor shall provide the following information to the U.S. Capitol Police:

- (1) List of drivers;
- (2) Date of birth for each driver;
- (3) Social Security Number of each driver;
- (4) Vehicle make;
- (5) Vehicle model;
- (6) License tag number and state where vehicle is licensed;
- (7) Color of vehicle; and
- (8) Contractor name, if shown on the vehicle.

(e) Information for deliveries made through the Mobile VACIS unit must be faxed to (202) 228-4313. For verification of receipt, the contractor may call (202) 224-9728. Updates to the information for Mobile VACIS deliveries must be sent to the U.S. Capitol Police throughout the period of performance of the contract.

(f) Information for deliveries made through the Shepherd Parkway facility must be faxed to (202) 226-0571. For verification of receipt, the contractor may call (202) 226-0905. Updates to the information must be renewed April 30, August 31, and December 31 of each year and provided to the U. S. Capitol Police whenever repetitive deliveries are anticipated.

(End of clause)

NONPERFORMANCE OF SERVICES

(a) The work shall be considered not to have been performed when, in the judgement of the Contracting Officer's Technical Representative, any one or more of the following conditions exist:

(1) The services in an area were not performed in accordance with the requirements of this Contract.

(2) The specified equipment, tools, or chemicals were not available, were not used, were not used correctly, or were not in good operating condition.

(b) If the Government does not require correction or reperformance, the Contracting Officer shall make an "equitable adjustment in the contract price, in accordance with Exhibit 1 entitled "DEDUCTION TABLE FOR UNSATISFACTORY PERFORMANCE" in Section C.

(c) Failure of the Contracting Officer's Technical Representative or Inspector's to discover or to reject services which are unacceptable and are not in accordance with the Contract, shall not be deemed an acceptance thereof, nor a waiver of the Government's right to proper execution of the Contract or any part of it by the Contractor.

AOC52.242-2

AOC52.2242-2 CONTRACTOR PERFORMANCE EVALUATIONS (DEC 2006)

At the conclusion of contract performance and/or at any point during the performance of this contract, the AOC may elect to evaluate the Contractor and submit a final or interim performance evaluation into the appropriate on-line database designated as the repository of Contractor evaluations for the Federal Government. Any evaluation submitted shall include input from the Contracting Officer's Technical Representative and other agency personnel, as appropriate, and the Contracting Officer. The Contractor shall have the opportunity to review any evaluations and submit supporting information for any differing of positions between the Contractor and the AOC in accordance with the protocol established by the specific on-line database.

(End of clause)

Section H - Special Contract Requirements

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Section I - Contract Clauses

AOC52.202-1

DEFINITIONS (JUN 2004)

- (a) The term "head of the agency" as used herein means the Committee, Commission, or other authority of the Legislative Branch of the Government having final jurisdiction or supervision over the work involved. The term "other authority" as used in this paragraph includes the Contracting Officer in cases in which he has final jurisdiction or supervision over the work involved.
- (b) The term "Architect" as used herein means the Architect of the Capitol.
- (c) The term "Contracting Officer" as used herein means the Architect of the Capitol or his duly authorized representative.
- (d) The term "his duly authorized representative" as used herein means any person or persons or board authorized to act for the head of the agency within the scope of their authority.
- (e) Except as otherwise provided in this contract, the term "subcontracts" includes purchase orders placed for performance under this contract.

(End of clause)

AOC52.203-1

ADVERTISING/PROMOTIONAL MATERIALS (DEC 2005)

- (a) It is the policy of the Congress to discourage contractors providing services and supplies to the Legislative Branch entities, including the Architect of the Capitol, from advertising practices that feature the Capitol and Capitol Complex in a manner in which conveys, or is reasonably calculated to convey, a false impression of sponsorship, approval or endorsement of any product or service by the Congress, the Government of the United States, or any Department, Agency or instrumentality thereof.
- (b) Contractors performing construction services for Legislative Branch entities, including the Architect of the Capitol, are discouraged from capitalizing on their contractual relationships with such entities and shall not engage in advertising practices which convey, or are reasonably calculated to convey, a false impression of sponsorship, approval or endorsement of any product or service by the Congress, the Government of the United States, of any Department, Agency or instrumentality thereof. This includes utilizing, in conjunction with the fact of their contractual relationship, images of the Capitol, any other buildings in the Capitol Complex, or any part of the United States Capitol Grounds in their advertising or promotional materials; and/or publishing or disseminating the aforementioned advertising or promotional materials.
- (c) The Contractor, by signing this contract, agrees to comply with the foregoing and to submit any proposed advertising or promotional copy connected in any manner with this contract and/or the Capitol, other Capitol Complex Buildings, or the United States Capitol Grounds to the Contracting Officer for approval prior to publication.
- (d) If this solicitation is for supplies or services, including construction, to be provided to or performed for the United States Supreme Court, the Contractor, by signing this contract, agrees that he or she will not advertise the award of the contract in his/her commercial advertising in such a manner as to state or imply that the Supreme Court of the United States endorses a product, project, or commercial line of endeavor.

(End of clause)

AOC52.203-2

DISCLOSURE OF INFORMATION TO THE GENERAL PUBLIC (JUN 2004)

- (a) Promptly after receiving any request from the general public for information on or data derived from this contract, the contractor shall notify the Architect of the Capitol, Procurement Division. The contractor shall cooperate with the Procurement Division in compiling or collecting information or data if the Architect of the Capitol determines the information or data to be releasable.
- (b) General public, for purposes of this clause, are those groups or individuals who are not authorized by law or regulation to have access.

(c) This clause is not intended to prevent the contractor from providing contract information or data which the contractor is required to provide in order to conduct its business, such as insurance, banking, subcontracting.

(d) The contractor is permitted to request that proprietary information or data not be released if such release would harm or impair the contractor in conducting its normal business. Such request must be documented with clear and specific grounds for that claim.

(End of clause)

AOC52.203-3

OFFICIALS NOT TO BENEFIT (NOV 2004)

No Member of or Delegate to Congress or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit that may arise therefrom.

(End of clause)

AOC52.203-4

DISSEMINATION OF CONTRACT INFORMATION (NOV 2004)

Unless otherwise provided in this contract, the Contractor shall not publish, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results of, conclusions made pursuant to, or performance under this contract without prior written consent of the Contracting Officer, until such time as the Government may have released such information to the public.

(End of clause)

AOC52.203-5

CONFIDENTIALITY REQUIREMENT (NOV 2004)

The Contractor agrees that any information supplied by the Architect to the Contractor shall be considered confidential and/or proprietary, and agrees to hold such information in confidence. The Contractor further agrees not to disclose such information to a third party without the prior written consent of the Architect.

(End of clause)

AOC52.204-1

PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER (JUN 2004)

The Contractor is encouraged to submit paper documents, such as offers, letters, or reports, that are printed or copied doubled-sided on recycled paper and meet minimum content standards when not using electronic commerce methods to submit information or data to the Government.

(End of clause)

AOC52.215-10

EXAMINATION OF RECORDS (JUN 2004)

(a) The Contractor agrees that the Architect of the Capitol or any duly authorized representatives shall, until the expiration of 3 years after final payment under this contract, have access to and the right to examine any books, accounting procedures and practices documents, papers, records and other data regardless of whether such items are in written form, in the form of computer data or in any other form and other supporting evidence, involving transactions related to this contract or compliance with any clause or certification thereunder.

(b) The Contractor further agrees to include in all its subcontracts hereunder a provision to the effect that subcontractor agrees that the Architect of the Capitol or any authorized representatives shall, until the expiration of 3 years after final payment under the subcontract, have access to and the right to examine books, documents, papers, records other data regardless of whether such items are in written form, in the form of computer data or in any other form, and other supporting evidence, involving transactions related to the subcontract or compliance with any clause or certification thereunder.

(c) The term subcontract as used in this clause excludes purchase orders not exceeding \$10,000.

(End of clause)

AOC52.216-6

UNDEFINITIZED CONTRACT ACTIONS (MAR 2005)

(a) In the event of an urgent situation, the services or supplies may be required on an emergency basis under an undefinitized contract action (emergency task/delivery order, contract modification, or letter contract). The contract action may be either verbal, typed, or hand written, with the form of the undefinitized contract action dictated by the access the issuing Contracting Officer has to the AOC network or a computer. If issued verbally, the Contracting Officer shall provide a written confirming document to the location identified by the contractor within 5 calendar days after issuance of the verbal undefinitized contract action. If an undefinitized contract action is issued under an existing contract, the terms and conditions of the contract shall be in effect and incorporated by reference under any undefinitized contract issued.

(b) The scope of work as originally issued on the undefinitized contract action will, of necessity, be somewhat broad and general in nature. It is to also be considered as a Notice to Proceed immediately with the work under the undefinitized contract action. An estimated amount for the work to be performed shall be obligated to ensure that reasonable funds are available for payment to the contractor, and an estimated completion date shall be identified on the undefinitized contract action. If the contractor believes the amount of funds obligated or time for completion as stated in the undefinitized contract action are unreasonable, within 30 calendar days after issuance of the written undefinitized contract action the contractor is responsible for notifying the Contracting Officer of this and providing a suggested amount of funds for obligation or time for completion. In no instance shall the contractor's suggested amount of funds for obligation or time for completion be considered as binding to the contractor or the Government in future negotiations. The Government can elect to use the contractor's suggested amount of funds or time for completion as an indication that some additional funds or time for completion may be required and obligated or adjusted, respectively, in order to ensure that reasonably adequate funds are available to pay the contractor for services performed or that the completion time is reasonable.

(c) Within a reasonable amount of time after the issuance of the undefinitized contract action but not later than an estimated 25% of the way through the completion of the work under the undefinitized contract action, an authorized representative of the contractor must meet, either in person or telephonically, with the Contracting Officer to further define the scope of work, negotiate the price, identify a final completion date, and address other activities necessary to definitize the undefinitized contract action. This estimated 25% shall use the best information reasonably available and be based upon (1) an estimate of the amount of work completed relative to the original general scope of work or (2) the amount of payments made relative to the original amount obligated.

(d) Payments can be made from the original amount obligated, but the undefinitized contract action must be definitized before payments exceed 40% of the funds originally obligated.

(e) If communications are disrupted to the degree that it is necessary to communicate with the Contracting Officer at their residence or through other devices that do not utilize AOC-owned equipment, i.e., the Contracting Officer's residential telephone line, home address, etc., the contractor shall treat the Contracting Officer's personal information as confidential and shall not divulge the information to any individual or organization, including but not limited to other AOC personnel, without the Contracting Officer's express written permission. If it becomes necessary for the Contracting Officer to communicate with the contractor through means other than the contractor's normal place of business, i.e., the contractor's residential telephone line or home address, the Contracting Officer shall not divulge the information to any individual or organization, including but not limited to other AOC or contractor personnel, without the contractor's express written permission.

(f) For the purposes of this clause, e-mail is considered express written permission.

(End of clause)

AOC52.219-1

UTILIZATION OF SMALL BUSINESS CONCERNS (AUG 2004)

(a) It is the policy of the Government as declared by the Congress that a fair proportion of the purchases and contracts for supplies and services for the Government be placed with all types of small business concerns as determined by the size standards in 13 CFR 121.

(b) The Contractor agrees to accomplish the maximum amount of subcontracting to all types of small business concerns that the Contractor finds to be consistent with the efficient performance of this contract.

(End of clause)

AOC52.222-3

CONVICT LABOR (JUN 2004)

In connection with the performance of work under this contract the Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, approved September 10, 1965, 18 U.S.C. 4082(c)(2).

(End of clause)

AOC52.222-4

OVERTIME WORK (AUG 2004)

No extra reimbursement will be allowed for work performed outside regular working hours or on Saturdays, Sundays, or holidays and, for work performed in the District of Columbia, Presidential Inauguration Day, unless such work is authorized by the Contracting Officer; and provided such work is not otherwise required to be performed under the terms of the contract. If said authorization is verbal, with written verification thereof by signature of the Contracting Officer on the employee's weekly time record (see AOC52.232-2, Payments - Services or AOC52.232-3, Payments - Services Utilizing Time Records).

(End of clause)

AOC52.222-5

COLLECTIVE BARGAINING AGREEMENTS (JUN 2004)

The Contractor shall comply with the requirements of Paragraph 52.222-41(m), Service Contract Act of 1965, as amended, regarding collective bargaining agreements. The information required shall be FAXED to 202-225-3221 or hand carried to: Procurement Division, Room H2-263, Ford House Office Building, 2nd and "D" Streets, S.W., Washington, D.C. - 20515. The agreement can also be FEDEXed to the following address:

Architect of the Capitol
Procurement Division
Ford House Office Building
Attn: CAROLYN HORNE
Room H2-263
Second and D Streets, S.W.
Washington, DC 20515

(End of clause)

52.222-42

Statement of Equivalent Rates for Federal Hires (May 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS IS A STATEMENT FOR INFORMATION ONLY:
IT IS NOT A WAGE DETERMINATION

Employee class Monetary wage-
Fringe benefits
WG-2 \$16.53

(End of clause)

AOC52.223-4

TRANSMISSION OR POSTING OF DRAWINGS/SPECIFICATIONS (JUN 2004)

Due to security issues, the contractor is strictly prohibited from placing or transmitting drawings and specifications on the internet or

modem without express permission from the Architect of the Capitol.

(End of clause)

AOC52.223-9

ACCIDENT PREVENTION AND SAFETY AND HEALTH PROGRAMS (SEP 2004)

(a) The Contractor shall comply with the safety and health standards published in 41 C.F.R. Part 50-205, including any matters incorporated by reference therein.

(b) The Contractor shall also comply with the regulations issued by the Secretary of Labor pursuant to the Williams-Steiger Occupational Safety and Health Act of 1970, as set forth in Title 29 of the Code of Federal Regulations.

(c) The Contractor shall bring to the attention of the Architect any work encountered that may involve entry into a suspected confined space as defined by OSHA. A determination will be made by the Architect, and if the area is deemed a permit required confined space, additional protective measures will be needed, per OSHA requirements.

(d) In the event that conditions on the site pose an imminent danger or threat to the Contractor's workers, the public, Government employees, other persons, or to Capitol complex structures and property of historical significance, the Contracting Officer can verbally order the Contractor to stop work operations in the specified area until said conditions are corrected to the Contracting Officer's satisfaction. The Contracting Officer shall promptly issue a written order to stop the work to the Contractor formalizing the specifics of the verbal stop work order.

(e) The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.

(End of clause)

AOC52.228-2

INSURANCE - WORK ON A GOVERNMENT INSTALLATION (JUL 2005)

(a) The Contractor shall, at his own expense, provide and maintain during the entire performance of this contract at least the kinds and minimum amounts of insurance as required in this clause.

(b) Within twenty (20) calendar days after the date of contract award or before commencing work under this contract, whichever is earlier, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. A Certificate of Insurance evidencing the Contractor's compliance with the requirements of this clause, identifying all policies of insurance and sureties proposed for the provision of liability coverage pertinent to the work of the instant contract, including the endorsement required in this paragraph, and manually countersigned by an authorized representative of the insurance company shall be submitted in accordance with the time frame stated in this paragraph. All policies for liability protection, bodily injury, or property damage shall include the United States of America, acting by and through the Architect of the Capitol, as an additional insured with respect to operations under this contract. Each policy of insurance shall contain the following endorsement, which may be attached as a rider:

"It is understood and agreed that the Contractor's Insurance Company or surety shall notify the Architect of the Capitol, in writing, thirty (30) calendar days in advance of the effective date of any reduction in or cancellation of this policy."

(c) Insurance and required minimum liability limits are:

(1) Appropriate bodily injury and property damage liability insurance, with limits of not less than \$500,000 for each occurrence and \$2,000,000 for annual aggregate, including requirements for protection of hoisting and scaffolding operations, when applicable, and servicing areas adjacent to the building;

(2) Automobile bodily injury liability insurance with limits of not less than \$200,000 for each person and \$500,000 for each accident, and property liability insurance, with a limit of not less than \$20,000 for each accident. A combined single limit for these coverages is acceptable; and/or

(3) Workmen's compensation insurance as required by the laws of (1) the District of Columbia for work performed on a Government site located in the District of Columbia; (2) the State of Maryland for work performed on a Government site located in Maryland; or (3) the Commonwealth of Virginia for work performed on a Government site located in Virginia.

(d) The Contractor shall insert the substance of this clause, including this paragraph, in subcontracts under this contract that require work on a Government installation, and shall require subcontractors to provide and maintain the insurance required in this clause. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting

Officer upon request.

(End of clause)

AOC52.228-4

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT (JUN 2004)

The Contractor agrees to indemnify and hold the Government harmless against any and all claims for damages to persons or property from any cause or causes whatsoever arising out of the performance of services covered by the contract; including, but not limited to, errors, omissions or negligent acts of the Contractor, but excluding active negligence of the Government, and against any and all costs, expenses, attorney's fees, and liability incurred by the Government in defending against such claims, whether the same proceed to judgement or not. In the prosecution of any successful claim or suit by the Government for the enforcement of this contract, the Contractor shall reimburse the Government for any reasonable attorney's fees and costs of claim or suit incurred by the Government.

(End of clause)

52.232-19

Availability of Funds for the Next Fiscal Year (Apr 1984)

Funds are not presently available for performance under this contract beyond 15 AUGUST 2008. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond 15 AUGUST 2008, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

AOC52.232-2

PAYMENTS - SERVICES (MAR 2006)

(a) Invoices shall be issued at the end of each month in which services are performed by the Contractor. Until further notice, properly certified invoices shall be FAXED to the Accounting Office, Architect of the Capitol at 202-226-2580. Information concerning requirements for payment requisitions must be secured by telephoning the Accounting Officer at (202) 226-2552. Payment will be made on a monthly basis. To assist the AOC in making timely payments, the Contractor is requested to furnish the following additional information on the invoice:

- (1) Contract number;
- (2) Name, address and Taxpayer I.D. of Contractor;
- (3) Invoice Date;
- (4) Unique invoice number for that particular invoice;
- (5) Period the payment covers; and
- (6) Amount by line item including quantity and unit pricing (see SCHEDULE OF ITEMS in Section B).

(b) Requirement when contractor employee(s) is provided on-site office space. As verification of the above time records submitted by the Contractor, each of the Contractor's employees will be required to sign and submit to the COTR a weekly time record sheet, as provided by the Architect, showing the number of regular and overtime hours, if any, worked by that employee during that week. The time record sheet will be verified and countersigned, if correct, by the COR and a copy thereof will be provided to the Contractor for record purposes.

(c) Payments will be made directly to the contractor's financial institution through Direct Deposit/Electronic Funds Transfer (DD/EFT). The Contractor's attention is directed to the requirements of AOC52.232-6, Payment by Electronic Funds Transfer - Other Than Central Contractor Registration.

(End of clause)

AOC52.232-6

PAYMENT BY ELECTRONIC FUNDS TRANSFER - OTHER THAN CENTRAL CONTRACTOR REGISTRATION (JUN 2004)

(a) Method of payment.

(1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the contractor agrees to either

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to delay payment until such time as the Government makes payment by EFT (but see paragraph (d)).

(b) Mandatory submission of Contractor's EFT information. (1) The Contractor is required to provide the Government with the information required to make payment by EFT (see paragraph (i) of this clause). The contractor shall provide this information directly to the office designated in paragraph (k) to receive that information (hereafter: "designated office") by three working days after notification of contract award. If not otherwise specified in this contract, the payment office is the designated office for receipt of the contractor's EFT information. If more than one designated office is named for the contract, the contractor shall provide a separate notice to each office. In the event that the EFT information changes, the contractor shall be responsible for providing the updated information to the designated office(s).

(2) If the contractor provides EFT information applicable to multiple contracts, the contractor shall specifically state the applicability of this EFT information in terms acceptable to the designated office. However, EFT information supplied to a designated office shall be applicable only to contracts that identify that designated office as the office to receive EFT information for that contract.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) Suspension of payment.

(1) Notwithstanding the provisions of any other clause of this contract, the Government is not required to make any payment under this contract until after receipt, by the designated payment office, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a valid invoice.

(2) If the EFT information changes after submission of correct EFT information, the Government shall begin using the changed EFT information no later than the 30 days after its receipt by the designated office to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the changed EFT information is implemented by the payment office.

(e) Liability for uncompleted or erroneous transfers. (1) If an uncompleted or erroneous transfer occurs because the Government failed to use the Contractor provided EFT information in the correct manner, the Government remains responsible for--

(i) Making a correct payment; and

(ii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because Contractor's EFT information was incorrect at the time of Government release or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment and the provisions of paragraph (d) shall apply.

(f) EFT and assignment of claims. If the contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the contractor shall require as a condition of any such assignment that the assignee shall provide the EFT information required by paragraph (i) of this clause to the designated office and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the contractor. EFT information that shows the ultimate recipient of the transfer to be other than the contractor, in the absence of a proper assignment of claims acceptable

to the Government, is incorrect EFT information within the meaning of Paragraph (d) of this clause.

(g) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information provided by the contractor's financial agent.

(h) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address in the contract.

(i) EFT Information. The contractor shall provide the following information to the designated payment office. The contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause. The information required is as follows:

(1) The contract number;

(2) The contractor's name and remittance address as stated in the contract(s);

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the contractor's official authorized to provide this information;

(4) The name, address, and 9 digit Routing Transit Number of the contractor's financial agent; and

(5) The contractor's account number and the type of account (checking, saving or lockbox).

(j) The Contractor shall send all EFT information, and any changes to EFT information to the office designated in paragraph (k) of this clause. The Contractor shall not send EFT information to the payment office, or any other office than that designated in paragraph (k). The Government need not use any EFT information sent to any office other than that designated in paragraph (k).

(k) Designated office:

Name:
Architect of the Capital
Accounting Division
Mailing Address:
2nd and D Streets SW
Ford House Office Building
Washington, DC 20515

Telephone:
(202) 226-2552
Facsimile:
(202) 225-7321

(End of clause)

AOC52.232-7

DISCOUNTS (AUG 2004)

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a prompt payment discount in conjunction with the offer, offerors awarded contracts may include prompt payment discounts on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the agency annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday and, for work performed in the District of Columbia, Presidential Inauguration Day, when Federal Government offices are closed and Government

business is not expected to be conducted, payment may be made on the following business day.

(End of clause)

AOC52.232-9

PAYMENT OF INTEREST ON CONTRACTOR CLAIMS (JUN 2004)

(a) If an appeal is filed by the Contractor from a final decision of the Contracting Officer under the Disputes paragraph of this contract, denying a claim arising under the contract, simple interest on the amount of the claim finally determined owed by the Government shall be payable to the Contractor. Such interest shall be at the rate determined by the Secretary of the Treasury pursuant to Public Law 92 41, 85 Stat. 97, from the date the Contractor furnishes to the Contracting Officer his written appeal under the Disputes paragraph of this contract, to the date of (1) a final judgement by a court of competent jurisdiction, or (2) mailing to the Contractor of a change order, or a supplemental agreement for execution either confirming completed negotiations between the parties or carrying out a decision of a contract appeals board.

(b) Notwithstanding Paragraph (a) above, (1) interest shall be applied only from the date payment was due, if such date is later than the filing of appeal, and (2) interest shall not be paid for any period of time that the Contracting Officer determines the Contractor has unduly delayed in pursuing his remedies before a board of contract appeals or a court of competent jurisdiction.

(End of clause)

AOC52.232-12

ASSIGNMENT - SUPPLEMENT (SEP 2004)

Neither the contract nor any interest therein shall be assigned. However, moneys due or to become due under the contract may be assigned in accordance with the provisions of FAR clause 52.232-23 (ASSIGNMENT OF CLAIMS) as incorporated by reference in Section I.

(End of clause)

AOC52.233-1

DISPUTES (JUN 2004)

(a) Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Contracting Officer shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the head of the agency involved. The decision of the head of the agency or his duly authorized representative for the determination of such appeals shall be final and conclusive. This provision shall not be pleaded in any suit involving a question of fact arising under this contract as limiting judicial review of any such decision to cases where fraud by such official or his representative or board is alleged; provided, however, that any such decision shall be final and conclusive unless the same is fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this paragraph, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.

(b) This paragraph does not preclude consideration of questions of law in connection with decisions provided for in Paragraph (a) above. Nothing in this contract, however, shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

(End of clause)

AOC52.233-2

CLAIMS FOR EQUITABLE ADJUSTMENTS - WAIVER AND RELEASE OF CLAIMS (JUN 2004)

(a) Whenever the Contractor submits a claim for equitable adjustment under any paragraph of this contract which provides for equitable adjustment of the contract, such claim shall include all types of adjustments in the total amounts to which the paragraph entitles the Contractor, including but not limited to adjustments arising out of delays or disruptions or both caused by such change. Except as the parties may otherwise expressly agree, the Contractor shall be deemed to have waived (1) any adjustments to which it otherwise might be entitled under the paragraph where such claims fail to request such adjustments, and (2) any increase in the amount of equitable adjustments additional to those requested in its claim.

(b) Further, the Contractor agrees that, if required by the Contracting Officer, he will execute a release, in form and substance satisfactory to the Contracting Officer, as part of the supplemental agreement setting forth the aforesaid equitable adjustment, and that such release shall discharge the Government, its officers, agents and employees, from any further claims, including but not limited to further claims arising out of delays or disruptions or both, caused by the aforesaid change.

(End of clause)

AOC52.233-4

DAMAGES FOR DELAY (NOV 2004)

(a) The Architect shall not be obligated or liable to the Contractor for, and the Contractor hereby expressly waives any claims against the Architect on account of, any damages, costs, or expenses, of any nature whatsoever, which the Contractor or his subcontractors at any tier may incur as a result of delays, interferences, disruptions, suspensions, changes in sequence or the like arising from or out of any act or omission of the Architect, it being understood and agreed that the Contractor's sole and exclusive remedy in such event shall be an extension of the contract time, but only in accordance with the provisions of the Contract Documents.

(b) To the extent that any other provision of this contract is inconsistent with the provisions of this article such other sections will be superseded hereby with respect to the issue of delay damages.

(End of clause)

AOC52.245-2

GOVERNMENT-FURNISHED PROPERTY (NOV 2004)

(a) For the purposes of this clause, Government-furnished property includes cell phones and telephones, personal digital assistants, computers (including laptops), electronic devices, services such as network access, tools, furnished space, storage, utilities, furnishings, equipment, and any other item or service provided by the AOC to the contractor.

(b) No AOC equipment or property can be provided under this contract unless specifically negotiated as part of the award price. If, after contract award, it becomes necessary or advisable to issue AOC property to the contractor, the contract price shall be reduced by a reasonable amount that reflects the price the contractor would pay if providing the property.

(c) The Contracting Officer's Technical Representative (COTR) for this contract is responsible for coordinating the issuance and return of Government-furnished property.

(d) Any Government-furnished property provided to the contractor for use during performance of this contract shall be issued to the contractor's representative and recorded on AOC Form 1423, AOC PROPERTY ISSUED TO CONTRACTORS. The contractor's representative shall be responsible for ensuring the proper care and use of the Government-furnished property, whether used by the contractor representative or another contractor employee. Government-furnished property provided by the AOC can be used only for the conduct of official business on behalf of the AOC. The contractor is specifically prohibited from using AOC-furnished property for personal use or to conduct operations that benefit other Government agency contracts or other contractor activities that do not directly support AOC contracts.

(e) All information technology property that requires interface or connection to the AOC network must be provided by the AOC. The use of non-AOC IT property that requires interface or connection to the AOC network is strictly prohibited.

(f) All contractor employees who require access to the AOC network or who are issued a personal digital assistant must complete and sign the Non-disclosure Agreement for Contract Employees Conditional Access to Sensitive but Unclassified Information for The Architect of The Capitol before access will be granted. The COTR is responsible for providing the non-disclosure agreements to the AOC Office of Information Resources Management.

(g) All Government-furnished property shall be returned by the contractor to the COTR in the same condition as issued, with allowances for wear and tear that occurs with reasonable care and use. Failure to return Government-furnished property or the return of Government-furnished property that has not been properly maintained and used may result in a reduction to the contract price that reflects the market replacement value of the property or the market price to repair or restore the property to its condition when issued to the contractor.

(End of clause)

52.217-7

Option for Increased Quantity--Separately Priced Line Item (Mar 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within 60-days. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

(End of clause)

52.217-9

Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 60-DAYS; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60-DAYS days *[60 days unless a different number of days is inserted]* before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed (60-months).

(End of clause)

52.246-20

Warranty of Services (May 2001)

(a) *Definition.* "Acceptance," as used in this clause, means the act of an authorized representative of the Government by which the Government assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the contract.

(b) Notwithstanding inspection and acceptance by the Government or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The Contracting Officer shall give written notice of any defect or nonconformance to the Contractor

[Contracting Officer shall insert the specific period of time in which notice shall be given to the Contractor]

This notice shall state either--

(1) That the Contractor shall correct or reperform any defective or nonconforming services; or

(2) That the Government does not require correction or reperformance.

(c) If the Contractor is required to correct or reperform, it shall be at no cost to the Government, and any services corrected or reperformed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or reperform, the Contracting Officer may, by contract or otherwise, correct or replace with similar services and charge to the Contractor the cost occasioned to the Government thereby, or make an equitable adjustment in the contract price.

(d) If the Government does not require correction or reperformance, the Contracting Officer shall make an equitable adjustment in the contract price.

(End of clause)

52.252-2

Clauses Incorporated By Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

WWW.GSA.GOV or WWW.ARNOT.GOV

(End of clause)

Clauses By Reference

Clause	Title	Date
52.203-3	Gratuities	11/08/2006
52.203-5	Covenant Against Contingent Fees	11/08/2006
52.203-6	Restrictions On Subcontractor Sales To The Government	11/08/2006
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	11/08/2006
52.215-2	Audit and Records--Negotiation	11/08/2006
52.222-26	Equal Opportunity	11/08/2006
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	11/08/2006
52.222-36	Affirmative Action For Workers With Disabilities	11/08/2006
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	11/08/2006
52.222-41	Service Contract Act Of 1965, As Amended	11/08/2006
52.223-6	Drug Free Workplace	11/08/2006
52.229-3	Federal, State And Local Taxes	11/08/2006
52.232-11	Extras	11/08/2006
52.232-23	Assignment Of Claims	11/08/2006
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	11/08/2006
52.242-13	Bankruptcy	11/08/2006
52.243-1	Changes--Fixed Price	11/08/2006
I-1	CHANGES--FIXED PRICE ALTERNATE 1 APR 1984	04/05/2007
52.204-7	Central Contractor Registration	11/08/2006
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	09/01/1996
52.249-8	Default (Fixed-Price Supply & Service)	11/08/2006

Section J - List of Attachments

J-1

1. WAGE DETERMINATION NUMBER 05-2103 REV (02) DATED 11/07/2006
2. AOC PAST PERFORMANCE QUESTIONNAIRE
3. PAYMENT INFORMATION FORM, ACH VENDOR PAYMENT SYSTEM
4. NOTICE TO CONTRACTORS
5. US CAPITOL POLICE REQUEST FOR CHECK OF CRIMINAL HISTORY RECORDS (for informational purposes only)
6. CERTIFICATE OF INSURANCE

Section K - Representations, Certifications and Other Statements of Offerors

52.203-2

Certificate of Independent Price Determination (Apr 1985)

(a) The offeror certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to--

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision
[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies paragraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of provision)

AOC52.204-2

DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUN 2004)

(a) The offeror shall enter, in the space provided below, the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.

(b) If the offeror does not have a DUNS number, it should contract Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

(1) Company name,

(2) Company address;

- (3) Company telephone number;
- (4) Line of business;
- (5) Chief executive officer/key manager;
- (6) Date the company was started;
- (7) Number of people employed by the company; and
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet home page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(d) Enter DUNS number: _____.

(End of provision)

52.204-3

Taxpayer Identification (Oct 1998)

(a) *Definitions.*

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN).*

__TIN: _____.

__TIN has been applied for.

__TIN is not required because:

__Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

__Offeror is an agency or instrumentality of a foreign government;

__Offeror is an agency or instrumentality of the Federal Government.

(e) *Type of organization.*

__Sole proprietorship;

__Partnership;

- ☐ Corporate entity (not tax-exempt);
☐ Corporate entity (tax-exempt);
☐ Government entity (Federal, State, or local);
☐ Foreign government;
☐ International organization per 26 CFR 1.6049-4;
☐ Other _____.

(f) *Common parent.*

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name _____.

TIN _____.

(End of provision)

AOC52.204-3

REPRESENTATIONS AND CERTIFICATIONS (NOV 2004)

The offeror shall properly execute and submit with its offer the Representations and Certifications contained herein. Insert information in spaces provided as applicable.

(End of provision)

AOC52.209-1

ORGANIZATIONAL AND PERSONAL CONFLICTS OF INTEREST (NOV 2004)

(a) The offeror and resultant contractor certifies that, to the best of the its knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5.

(b) Prior to commencement of any work, the contractor agrees to notify the Contracting Officer immediately that, to the best of its knowledge and belief, no actual or potential conflict of interest exists or to identify to the Contracting Officer any actual or potential conflict of interest the contractor may have.

(c) The offeror and resultant contractor agree to notify immediately the AOC Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding this contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work.

(d) If the contractor, under the terms of this contract or through the performance of work pursuant to this contract, is required to develop specifications or statements of work and such specifications or statements of work are incorporated subsequently into an AOC solicitation, the contractor shall be ineligible to perform the work described in that solicitation as a prime contractor or subcontractor under an ensuing AOC contract.

(End of provision)

52.209-5

Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Dec 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are ___ are not ___ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ___ have not ___, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are ___ are not ___ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Offeror has ___ has not ___, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

AOC52.215-8

AUTHORIZED NEGOTIATORS (JUN 2004)

The offeror represents that following persons are authorized to negotiate on its behalf with the Government in connection with this Request for Proposal:

Name: _____ Title: _____

Telephone: _____ E-Mail: _____

Name: _____ Title: _____

Telephone: _____ E-Mail: _____

Name: _____ Title: _____

Telephone: _____ E-Mail: _____

(End of provision)

Section L - Instructions, Conditions and Notices to Offerors

AOC52.215-1

INSTRUCTIONS TO OFFERORS (FEB 2005)

(a) Definitions. As used in this provision --

Proposal modification is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

Proposal revision is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

Time, if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays, including Presidential Inauguration Day. However, if the last day falls on a Saturday, Sunday, or legal holiday, including Presidential Inauguration Day, then the period shall include the next working day.

(b) Offerors are expected to examine the entire solicitation and all instructions. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation. The offeror will be held responsible for full knowledge of all information contained therein.

(c) Packaging, transmission, and tracking of proposals. (1) Proposals, modifications, and revisions shall be enclosed, in the quantities specified elsewhere in this solicitation, in sealed envelopes. _____ Address envelopes to: Architect of the Capitol, Procurement Division, Ford House Office Building, Attn: CAROLYN HORNE, Room H2-263 Bid Room, Second and D Streets, S.W., Washington, DC 20515. Offeror shall place the OF-17, Offer Label, on the exterior of the package on the same side as the address, or write Bid Documents Enclosed, H2-263 Bid Room, and write the solicitation number, time and date for receipt of offers on the exterior of the package on the same side as the address. Telegraphic or facsimile proposals and modifications will not be considered.

(2) Current security requirements established by the U.S. Capitol Police to screen mail being delivered to the U.S. Capitol Complex of buildings preclude the use of U. S. Postal Service by offerors to deliver their proposals submitted in response to this solicitation. In addition, because all packages must be screened for security purposes at a central location prior to their delivery, the Architect of the Capitol cannot accept packages containing offers hand carried directly to the Bid Room address within the Ford House Office Building, or any other location in the U.S. Capitol Complex of buildings. See Notice for Delivery on the front of the solicitation.

(3) To assist in tracking of proposals, offerors are requested to fax a copy of their signed Solicitation, Offer and Award form as well as a copy of the FEDEX or UPS receipt to CAROLYN HORNE to [(202) 226-1940 at the time of the issuance of their proposal.

(4) The only acceptable method by which offerors can deliver their responses to this solicitation shall be via Federal Express (FEDEX) or United Parcel Service (UPS). Offers submitted via any other method will be rejected. OFFERORS - DO NOT MAIL YOUR OFFER BY REGULAR U.S. MAIL. See notice attached to this solicitation for special instructions.

(d) Submission, modification, revision, and withdrawal of proposals. (1) Offerors are responsible for submitting proposals and any modifications or revisions so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m. local time, for the designated Government office on the date that the proposal or revision is due.

(2) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is late and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition, and-

(i) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals;

(ii) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of proposals and was under the Government's control prior to the time set for receipt of proposals; or

(iii) It is the only proposal received.

(3) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be

considered at any time it is received and may be accepted.

(4) Acceptable evidence to establish the date of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(5) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of proposals by the exact time specified in the solicitation and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(6) Proposals may be withdrawn by written notice received at any time before award. Proposals may be withdrawn in person by an offeror or an authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(End of provision)

AOC52.215-2

INTERPRETATIONS AND AMENDMENTS (JUN 2004)

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing no later than fourteen calendar days prior to the date established for receipt of offers. Oral explanations or instructions given before the award of a contract will not be binding.

(b) Prospective offerors shall request the Contracting Officer, in writing, via FAX or e-mail for an interpretation or correction of any ambiguity, inconsistency, or error in the contract documents which they may discover or which should have been discovered by a reasonably prudent offeror. Such requests or objections to materials or methods of construction shown or specified shall be directed to the attention of the Contracting Officer at least fifteen (15) calendar days prior to the date specified for receipt of proposals. Written requests shall be transmitted via e-mail to [email address] or via facsimile to [fax number].

(c) Any interpretations or corrections, as well as any additional modifications the Contracting Officer may desire to include, will be in the form of amendments, in writing, which will be sent on the same date to all offerors if that information is necessary in submitting offers or if the lack of it would be prejudicial to other prospective offerors and shall become a part of any subsequent contract. The Contracting Officer reserves the right to answer only such questions as have, in his opinion, a definite bearing upon the proposals to be submitted.

(1) Offerors shall acknowledge the receipt of all amendments to the solicitation by:

- (i) Signing and returning the amendment;
- (ii) Identifying the amendment number and date in the space provided for this purpose on the form for submitting a offer;
- (iii) Letter or telegram; or
- (iv) Facsimile, if facsimile offers are authorized in the solicitation.

(2) The Government must receive the acknowledgment by the time and at the place specified for receipt of offers.

(d) Requests for oral interpretations or any other interpretations not made by amendments will not be accepted, and any information that may possibly be gained by offerors in that manner is gratuitous and not binding.

(e) If this solicitation is amended, all terms and conditions that are not amended remain unchanged.

(End of provision)

AOC52.215-6

PREPARATION OF PROPOSALS (JUN 2004)

(a) Offerors are expected to examine the drawings, if any, specifications, Schedule, and all instructions. Failure to do so will be at the Offerors risk.

(b) Each offeror shall furnish the information required by the solicitation. The offerors shall sign the offer on Page 1 (SOLICITATION, OFFER AND AWARD) in block 15 and return this solicitation package in its entirety. Erasures or other changes

must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(c) For each item offered, offers shall

(1) Show the unit price, if required, including, unless otherwise specified, packaging, packing, and preservation; and

(2) Enter the extended price for the quantity of each item offer in the "Amount" column of the Schedule.

(d) In case of discrepancy between a unit price and an extended price, the unit price will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake.

(e) Offers for supplies or services other than those specified will not be considered unless authorized by the solicitation.

(End of provision)

L.1

PROPOSAL COMPOSITION - SOURCE SELECTION PROCEDURES

(a) Proposals shall be submitted in two major subdivisions: Technical Proposal whose content and arrangement shall be as described in the article, INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL of this section, and a Price Proposal, which shall be prepared in detail on a basis as described and set forth in the article entitled, INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL of this section.

(b) The Technical Proposal and the Price Proposal portions of each proposal tendered by any offeror shall each be enclosed in a separate sealed package, identified on its outer surface as to content in the manner prescribed in the article entitled SUBMISSION OF OFFERS of this section and submitted in the following number of copies:

(1) Technical Proposal - One original and three (3) copies.

(2) Price Proposal - One original and three (3) copies.

(c) Each offeror may submit one or more proposals; however, each proposal shall be configured as described above, shall be considered on its own merits as to the completeness of submission and shall not share required documentation, bonding, or other requirements of submission with any other proposal submitted by the same offeror.

L.2

INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL - SOURCE SELECTION PROCEDURES

(a) The Technical Proposal shall be organized in accordance with the following format to facilitate evaluation by the Government. The Technical Proposal shall be subdivided into six subsections: Technical Approach, Management Approach, Key Personnel (Supervisor(s)/Contract Job Manager), Corporate Experience (General Contractor/Major Subcontractors), Past Performance, and Quality Control; indexed by evaluation factor and contained in three ring binders, binder clips, rings, or other methods that allow the material to be viewed and removed easily. Spiral binding is strongly discouraged.

Factor 1 - Technical Approach -

The offeror shall provide detailed plans, methods and procedures to be used for scheduling and carrying out all phases of the work required by the RFP. To include the following:

A complete list of all chemicals/supplies it proposes to use to perform this work. The listing shall be grouped by type of chemical or supply item. For each item listed, provide the product name, the manufacturer's complete name, address and telephone number, and the intended use of the product.

A listing of tools and equipment it considers necessary and which it will furnish and use to perform this work. For each item proposed, provide the information concerning its intended use and the quantity of the item.

Proposed on-site staffing plan, listing the number of employees proposed to be provided, and your method of assuring that the services required by this RFP are adequately and consistently provided by qualified personnel. Personnel qualifications include the ability to effectively communicate with the general public as well as with other members of your staff.

Factor 2 - Management Approach -

The offeror shall provide information regarding your corporate staff resources, how they are organized, and the proposed methods of interfacing with and providing any needed support to your proposed Supervisor(s)/Project Manager for the work of this RFP.

The offeror shall provide information sufficient to allow the Government to evaluate your qualifications, and those of your proposed Supervisor(s)/Project Manager the services required by this solicitation including: lines of authority and responsibility for the performance of the work; relevant personnel practices, including a discussion of hiring and promotion policies and procedures; management controls over the workforce; how your management techniques can be expected to identify and correct performance problems.

Factor 3 - Key Personnel (Supervisor(s)/Contract Job Manager) -

The offeror shall provide resumes for the key personnel. Resumes should document recent and relevant experience (within the past five years) in the management of similar projects of this size and scope, shall be a maximum of four pages, include beginning and ending month and year for each job, and include the following information: (1) A list of projects and the level of involvement, (2) List relevant education, training and skills, (3) A list of five references who can provide appropriate feedback about the quality of performance and technical capabilities. Include a contact name, company, address and current telephone number, (4) Position and years with the Offeror.

Factor 4 - Corporate Experience - (General Contractor/Major Subcontractors) -

Provide descriptions of current or recently completed contracts performed by the offeror, and any proposed major subcontractors (if any), within the past five years, which shall include descriptions of successfully managed contracts for at least three (3) relevant projects. Each project shall include at a minimum of the following information: (1) project identification, location, (2) contracting agency/owner identification and address; (3) date of award and completion; (4) contract award amount/final amount and description of any differences between the award amount and the final amount; (5) key personnel/subcontractors involved; (6) brief description of the project; and (7) point of contract at agency/owner and phone number.

Relevant projects are those which are similar in size, scope and complexity to the work contemplated by this solicitation.

Factor 5 - Past Performance - (General Contractor/Major Subcontractors) -

Although the Government reserves the right to use any source of information available on the Offeror's past performance to either evaluate past performance or verify information provided by the Offeror, the Offeror shall provide information that demonstrates the offeror's past performance. The enclosed AOC PAST PERFORMANCE QUESTIONNAIRE shall be provided to each of the companies/agencies submitted by the offeror in response to Evaluation Factors 3 and 4. The questionnaire(s) must be faxed by the companies/agencies to the attention of the Contracting Officer at 866 221-4091 by the date established for receipt of offers in order to be considered in the evaluation process. A neutral rating will be applied for those projects/contracts for which a questionnaire is not received.

Factor 6 - Quality Control Procedures -

Provide details of the methods and techniques your firm will use for the detection and correction of deficiencies and the proposed methodology, frequency, thoroughness and means of documentation under your Quality Control Program.

INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL - SOURCE SELECTION PROCEDURES

(a) A firm fixed-price shall be entered by each offeror on the Schedule page for each line item (line item pricing, options, and unit prices) which shall represent the cost for performing the work required by this Request for Proposal. The Architect reserves the right to request from each offeror information regarding the breakdown of all costs that are included in the lump sum price to include copies of all work sheets used in forming the proposed pricing. Erasures or other changes on any or all submissions shall be initialed by the signer of the proposal or by his duly authorized agent.

(b) In addition, the Representations and Certifications, with applicable information included in the spaces provided shall be included as a part of the Price Proposal.

(c) The Price Proposal will be submitted with the required documents in the following order:

- (1) The SOLICITATION, OFFER, AND AWARD FORM (original signature required in Block 15);
- (2) Section B - The SCHEDULE pages; and
- (3) Section K - The REPRESENTATIONS AND CERTIFICATIONS .

(d) The offeror shall identify in the proposal any Government Furnished Property (i.e., Information Technology equipment) that will be required during the contract period or if access is required to the AOC network during this period).

AOC52.215-9

FAILURE TO SUBMIT OFFER (JUN 2004)

Recipients of this solicitation not responding with a proposal should not return this solicitation, unless it specifies otherwise. Instead, they should advise the issuing office by letter, postcard, or established electronic commerce methods, whether they want to receive future solicitations for similar requirements. If a recipient does not submit a proposal and does not notify the issuing office that future solicitations are desired, the recipient's name will be removed from the applicable mailing list.

(End of provision)

52.216-1

Type of Contract (Apr 1984)

The Government contemplates award of a FIRM FIXED PRICE contract resulting from this solicitation.

(End of provision)

AOC52.237-1

AOC52.237-1 SITE VISIT (AUG 2005)

(a) Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

(b) Appointments for visiting the locations specified herein can be made by contacting Ms. Chrissy Davidsson at (202) 226-6116..

(End of provision)

NOTICE TO OFFERORS:

A SITE VISIT FOR THE USCP FAIRCHILD FACILITY HAS BEEN SCHEDULED FOR MAY 14, 2007 @ 10:00 A.M. THIS IS THE ONLY SITE VISIT THAT WILL BE HELD; AS SUCH ALL PROSPECTIVE OFFERORS SHOULD PLAN TO ATTEND ON THIS DATE. THE ADDRESS IS:

**UNITED STATES CAPITOL POLICE FACILITY - FAIRCHILD BUILDING
499 SOUTH CAPITOL STREET, SW, WASHINGTON, DC 20003
CONFERENCE ROOM 131.**

Clauses By Reference

Clause	Title	Date
52.215-3	Request for Information or Solicitation for Planning Purposes.	11/08/2006

Section M - Evaluation Factors for Award

M.1

PROPOSAL EVALUATION CRITERIA - SOURCE SELECTION PROCEDURES

(a) The evaluation criteria to be used by the Contracting Officer for the selection of a contractor to perform the work specified are defined below. The criteria are divided into technical and price categories which consist of subsections corresponding to those in the article entitled INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL and the article entitled INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL in Section L. The technical criteria are considered by the Architect to be generally more important than price criteria. However, as the difference in technical merit between the proposals becomes less significant, the relative importance of the price will increase.

(b) **TECHNICAL CRITERIA.** Each offeror's proposal will be evaluated in accordance with the technical criteria listed below to determine whether it is responsive to the requirements of the RFP and are therefore acceptable. Technical criteria are listed below in descending order of importance:

(1) **Technical Approach.** The offeror's technical approach will be evaluated to determine if the proposed plans for scheduling and carrying out the work are efficient and effective. Higher scores will be given to those offerors whose technical approach is evaluated as being thorough, comprehensive, and effective.

(i) The proposed listing of chemicals/supplies will be evaluated to determine if it is complete relative to the requirements of the solicitation and if the proposed chemicals/supplies are appropriate for the proposed uses.

(ii) The proposed listing of tools and equipment will be evaluated to determine if it is complete relative to the requirements of the solicitation and if the proposed tools and equipment are appropriate for the proposed uses.

(iii) The proposed staffing plan will be evaluated to determine whether the proposed number of employees and the skill mix / qualifications of those employees are appropriate, and will assure the efficient completion of the work. The proposed staffing plan will also be evaluated to determine whether duty assignments are comprehensive and realistic.

(2) **Management Approach.** The offeror's management approach will be evaluated to determine whether the proposed plan for your corporate organization of staff resources are efficient and effective. Higher scores will be given to offerors whose management approach is evaluated as effective, thorough and well organized.

(i) Proposals will be evaluated to determine the effectiveness of the corporate staff resources in interfacing with and providing support to the Contract Job Manager and supervisors.

(ii) Proposals will be evaluated to determine whether appropriate delegations of authority are provided to the Project Manager and supervisors to allow them to efficiently perform the contract. Proposals will also be evaluated to determine the degree of effectiveness of the proposed management approach including relevant personnel practices; management controls over the workforce; and management techniques to identify and correct performance problems.

(3) **Key Personnel Qualifications.** The resume of your proposed Contract Job Manager will be evaluated to determine the level of his/her qualifications to manage the services required by this solicitation. Higher scores will be assigned to those offeror's whose proposed personnel have the most relevant education, training and skills. The resume will also be evaluated to determine the extent of successful participation in similar projects within the past five years, taking into consideration degree of client satisfaction for each project. Higher scores will be given to offerors whose Contract Job Manager's relevant experience is extensive and whose past performance has been highly successful.

(4) **Corporate Experience.** The offeror and its proposed subcontractor's experience will be evaluated to determine the extent of its experience relevant to this requirement during the past five years. Higher scores will be given to offerors whose experience is most extensive is in similar janitorial services using the same materials and similar tasks as specified for this requirement.

(5) **Past Performance.** The offeror's past janitorial experience and past performance will be evaluated to determine the extent of successful performance of similar projects within the past five years, taking into consideration timeliness and degree of client satisfaction for each project. Higher scores will be given to offerors whose experience with similar facilities is extensive and whose past performance has been highly successful. In investigating the offeror's past performance, the Government will consider references submitted by the offeror and may also consider information from other sources.

(6) **Quality Control Procedures.** The offeror's quality control procedures will be evaluated to ensure that the Quality Control

Manager (QCM), is separate from the Contract Job Manager and to determine if the methods and techniques are effective in the detection of deficiencies, and efficient in correcting deficiencies. The resume of your proposed QCM will also be evaluated to determine the level of his/her qualifications to manage the quality services required by this solicitation. The offeror's proposal will be evaluated to determine the frequency, thoroughness and means of documentation.

(c) **PRICE CRITERIA.** The Government will evaluate the price proposals of all firms found technically qualified. Price criterion measure not only actual dollars but reasonableness of the Offeror's proposed price and its position in the range of all prices.

AOC52.215-5

CONTRACT AWARD - SOURCE SELECTION PROCEDURES (JUN 2004)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The Government may

- (1) Reject any or all offers if such action is in the public interest;
- (2) Accept other than the lowest offer; and
- (3) Waive informalities and minor irregularities in offers received.

(c) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(d) The Government may accept any item or combination of items, unless doing so is precluded by a restrictive limitation in the solicitation or the offer.

(e) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer as provided in Paragraph (d) of this provision), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the Government.

(f) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract. However, if the resulting contract contains a clause providing for price reduction for defective cost or pricing data, the contract price will be subject to reduction if cost or pricing data furnished is incomplete, inaccurate, or not current.

(g) The Government may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or sub line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(End of provision)

EVALUATION OF OPTION(S)

(a) Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Contracting Officer will evaluate proposals for purposes of award of contract by adding the total of extended unit prices offered for the Base Period to the total of extended unit prices offered for the Option Year(s). The resultant sum is designated, and will be referred to as, the Total Amount.

(b) Evaluation of Option(s) will not obligate the Government to exercise the Option(s).

(c) The Government may reject an offer if it is materially unbalanced as to prices for the Base Period and the Optional Quantities. A offer is unbalanced when it is based on prices significantly less than cost for some work, and prices which are significantly overstated for other work.

05-2103 DC,DISTRICT-WIDE

WAGE DETERMINATION NO: 05-2103 REV (02) AREA: DC,DISTRICT-WIDE

HEALTH AND WELFARE LEVEL - INSURANCE ONLY **OTHER WELFARE LEVEL WD:05-2104

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

William W.Gross Division of
Director Wage Determinations

Wage Determination No.: 2005-2103
Revision No.: 2
Date Of Revision: 11/07/2006

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide
Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	13.79
01012 - Accounting Clerk II	15.49
01013 - Accounting Clerk III	17.32
01020 - Administrative Assistant	21.45
01040 - Court Reporter	17.49
01051 - Data Entry Operator I	12.67
01052 - Data Entry Operator II	13.82
01060 - Dispatcher, Motor Vehicle	16.50
01070 - Document Preparation Clerk	12.75
01090 - Duplicating Machine Operator	12.75
01111 - General Clerk I	13.72
01112 - General Clerk II	15.32
01113 - General Clerk III	18.74
01120 - Housing Referral Assistant	20.84
01141 - Messenger Courier	10.23
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	15.45
01262 - Personnel Assistant (Employment) II	17.49
01263 - Personnel Assistant (Employment) III	20.84
01270 - Production Control Clerk	20.78
01280 - Receptionist	12.29
01290 - Rental Clerk	15.45
01300 - Scheduler, Maintenance	15.45
01311 - Secretary I	16.11
01312 - Secretary II	17.61
01313 - Secretary III	20.84
01320 - Service Order Dispatcher	15.82

Attach 1-1

01410 - Supply Technician	21.45
01420 - Survey Worker	17.49
01531 - Travel Clerk I	11.69
01532 - Travel Clerk II	12.57
01533 - Travel Clerk III	13.50
01611 - Word Processor I	13.76
01612 - Word Processor II	15.45
01613 - Word Processor III	17.49
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	24.49
05010 - Automotive Electrician	19.43
05040 - Automotive Glass Installer	18.31
05070 - Automotive Worker	18.31
05110 - Mobile Equipment Servicer	15.74
05130 - Motor Equipment Metal Mechanic	20.48
05160 - Motor Equipment Metal Worker	18.31
05190 - Motor Vehicle Mechanic	20.48
05220 - Motor Vehicle Mechanic Helper	16.81
05250 - Motor Vehicle Upholstery Worker	17.88
05280 - Motor Vehicle Wrecker	18.31
05310 - Painter, Automotive	19.43
05340 - Radiator Repair Specialist	18.31
05370 - Tire Repairer	14.43
05400 - Transmission Repair Specialist	20.48
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.18
07041 - Cook I	11.88
07042 - Cook II	13.18
07070 - Dishwasher	9.76
07130 - Food Service Worker	10.25
07210 - Meat Cutter	16.07
07260 - Waiter/Waitress	8.59
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.55
09080 - Furniture Refinisher	18.05
09090 - Furniture Refinisher Helper	13.85
09110 - Furniture Repairer, Minor	16.01
09130 - Upholsterer	18.05
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.67
11060 - Elevator Operator	9.79
11090 - Gardener	15.70
11122 - Housekeeping Aide	10.89
11150 - Janitor	10.89
11210 - Laborer, Grounds Maintenance	11.81
11240 - Maid or Houseman	10.41
11260 - Pruner	10.89
11270 - Tractor Operator	14.19
11330 - Trail Maintenance Worker	11.81
11360 - Window Cleaner	11.31
12000 - Health Occupations	
12010 - Ambulance Driver	16.06
12011 - Breath Alcohol Technician	16.06
12012 - Certified Occupational Therapist Assistant	19.99
12015 - Certified Physical Therapist Assistant	19.99
12020 - Dental Assistant	16.90
12025 - Dental Hygienist	40.68
12030 - EKG Technician	24.34
12035 - Electroneurodiagnostic Technologist	24.34

12040 - Emergency Medical Technician	16.06
12071 - Licensed Practical Nurse I	17.15
12072 - Licensed Practical Nurse II	19.18
12073 - Licensed Practical Nurse III	21.38
12100 - Medical Assistant	14.23
12130 - Medical Laboratory Technician	16.96
12160 - Medical Record Clerk	14.96
12190 - Medical Record Technician	16.47
12195 - Medical Transcriptionist	14.96
12210 - Nuclear Medicine Technologist	28.69
12221 - Nursing Assistant I	9.37
12222 - Nursing Assistant II	10.53
12223 - Nursing Assistant III	12.18
12224 - Nursing Assistant IV	13.68
12235 - Optical Dispenser	15.15
12236 - Optical Technician	13.10
12250 - Pharmacy Technician	14.32
12280 - Phlebotomist	13.68
12305 - Radiologic Technologist	27.61
12311 - Registered Nurse I	24.92
12312 - Registered Nurse II	31.22
12313 - Registered Nurse II, Specialist	31.22
12314 - Registered Nurse III	37.77
12315 - Registered Nurse III, Anesthetist	37.77
12316 - Registered Nurse IV	45.28
12317 - Scheduler (Drug and Alcohol Testing)	17.57
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.98
13012 - Exhibits Specialist II	23.33
13013 - Exhibits Specialist III	28.07
13041 - Illustrator I	18.73
13042 - Illustrator II	23.42
13043 - Illustrator III	28.82
13047 - Librarian	24.54
13050 - Library Aide/Clerk	11.38
13054 - Library Information Technology Systems Administrator	22.15
13058 - Library Technician	17.88
13061 - Media Specialist I	15.99
13062 - Media Specialist II	17.88
13063 - Media Specialist III	19.94
13071 - Photographer I	14.67
13072 - Photographer II	17.18
13073 - Photographer III	21.52
13074 - Photographer IV	26.05
13075 - Photographer V	29.15
13110 - Video Teleconference Technician	15.99
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.45
14042 - Computer Operator II	17.49
14043 - Computer Operator III	19.50
14044 - Computer Operator IV	21.67
14045 - Computer Operator V	24.00
14071 - Computer Programmer I (1)	21.60
14072 - Computer Programmer II (1)	25.66
14073 - Computer Programmer III (1)	27.62
14074 - Computer Programmer IV (1)	27.62
14101 - Computer Systems Analyst I (1)	27.62
14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	15.45

14160 - Personal Computer Support Technician	21.67
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	34.39
15020 - Aircrew Training Devices Instructor (Rated)	40.64
15030 - Air Crew Training Devices Instructor (Pilot)	46.05
15050 - Computer Based Training Specialist / Instructor	31.26
15060 - Educational Technologist	27.99
15070 - Flight Instructor (Pilot)	46.05
15080 - Graphic Artist	23.02
15090 - Technical Instructor	21.70
15095 - Technical Instructor/Course Developer	26.54
15110 - Test Proctor	17.31
15120 - Tutor	17.31
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.71
16030 - Counter Attendant	8.71
16040 - Dry Cleaner	11.10
16070 - Finisher, Flatwork, Machine	8.71
16090 - Presser, Hand	8.71
16110 - Presser, Machine, Drycleaning	8.71
16130 - Presser, Machine, Shirts	8.71
16160 - Presser, Machine, Wearing Apparel, Laundry	8.71
16190 - Sewing Machine Operator	11.90
16220 - Tailor	12.63
16250 - Washer, Machine	9.44
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.95
19040 - Tool And Die Maker	23.05
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.25
21030 - Material Coordinator	20.54
21040 - Material Expediter	20.54
21050 - Material Handling Laborer	12.65
21071 - Order Filler	13.21
21080 - Production Line Worker (Food Processing)	16.25
21110 - Shipping Packer	14.46
21130 - Shipping/Receiving Clerk	14.46
21140 - Store Worker I	9.96
21150 - Stock Clerk	14.35
21210 - Tools And Parts Attendant	16.99
21410 - Warehouse Specialist	16.25
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.35
23021 - Aircraft Mechanic I	22.24
23022 - Aircraft Mechanic II	23.35
23023 - Aircraft Mechanic III	24.52
23040 - Aircraft Mechanic Helper	15.10
23050 - Aircraft, Painter	21.29
23060 - Aircraft Servicer	17.82
23080 - Aircraft Worker	18.09
23110 - Appliance Mechanic	20.60
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	24.77
23130 - Carpenter, Maintenance	20.36
23140 - Carpet Layer	18.70
23160 - Electrician, Maintenance	24.85
23181 - Electronics Technician Maintenance I	21.36
23182 - Electronics Technician Maintenance II	22.80
23183 - Electronics Technician Maintenance III	24.02
23260 - Fabric Worker	17.90

23290 - Fire Alarm System Mechanic	21.46
23310 - Fire Extinguisher Repairer	16.50
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 - General Maintenance Worker	19.01
23380 - Ground Support Equipment Mechanic	22.24
23381 - Ground Support Equipment Servicer	17.82
23382 - Ground Support Equipment Worker	18.09
23391 - Gunsmith I	16.50
23392 - Gunsmith II	19.18
23393 - Gunsmith III	21.46
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.99
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	
22.12	
23430 - Heavy Equipment Mechanic	21.46
23440 - Heavy Equipment Operator	21.46
23460 - Instrument Mechanic	21.46
23465 - Laboratory/Shelter Mechanic	20.36
23470 - Laborer	14.27
23510 - Locksmith	19.17
23530 - Machinery Maintenance Mechanic	21.46
23550 - Machinist, Maintenance	21.52
23580 - Maintenance Trades Helper	15.10
23591 - Metrology Technician I	21.46
23592 - Metrology Technician II	22.61
23593 - Metrology Technician III	23.72
23640 - Millwright	23.30
23710 - Office Appliance Repairer	20.36
23760 - Painter, Maintenance	20.36
23790 - Pipefitter, Maintenance	22.76
23810 - Plumber, Maintenance	20.99
23820 - Pneudraulic Systems Mechanic	21.46
23850 - Rigger	21.46
23870 - Scale Mechanic	19.18
23890 - Sheet-Metal Worker, Maintenance	21.46
23910 - Small Engine Mechanic	20.05
23931 - Telecommunications Mechanic I	24.43
23932 - Telecommunications Mechanic II	25.75
23950 - Telephone Lineman	22.21
23960 - Welder, Combination, Maintenance	21.46
23965 - Well Driller	21.46
23970 - Woodcraft Worker	21.46
23980 - Woodworker	16.50
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.58
24580 - Child Care Center Clerk	16.15
24610 - Chore Aide	9.58
24620 - Family Readiness And Support Services Coordinator	12.95
24630 - Homemaker	16.75
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	24.06
25040 - Sewage Plant Operator	20.08
25070 - Stationary Engineer	24.06
25190 - Ventilation Equipment Tender	16.76
25210 - Water Treatment Plant Operator	20.08
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.19
27007 - Baggage Inspector	11.51
27008 - Corrections Officer	18.75
27010 - Court Security Officer	21.42

27030 - Detection Dog Handler	16.67
27040 - Detention Officer	18.75
27070 - Firefighter	21.58
27101 - Guard I	11.51
27102 - Guard II	16.67
27131 - Police Officer I	23.94
27132 - Police Officer II	26.60
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.35
28042 - Carnival Equipment Repairer	13.30
28043 - Carnival Equipment Worker	8.40
28210 - Gate Attendant/Gate Tender	12.68
28310 - Lifeguard	11.29
28350 - Park Attendant (Aide)	14.18
28510 - Recreation Aide/Health Facility Attendant	10.35
28515 - Recreation Specialist	17.57
28630 - Sports Official	11.29
28690 - Swimming Pool Operator	15.32
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.55
29020 - Hatch Tender	20.55
29030 - Line Handler	20.55
29041 - Stevedore I	19.18
29042 - Stevedore II	21.64
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	33.82
30011 - Air Traffic Control Specialist, Station (HFO) (2)	23.32
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.68
30021 - Archeological Technician I	16.92
30022 - Archeological Technician II	18.85
30023 - Archeological Technician III	23.53
30030 - Cartographic Technician	24.62
30040 - Civil Engineering Technician	22.19
30061 - Drafter/CAD Operator I	17.77
30062 - Drafter/CAD Operator II	19.87
30063 - Drafter/CAD Operator III	22.15
30064 - Drafter/CAD Operator IV	25.66
30081 - Engineering Technician I	18.80
30082 - Engineering Technician II	21.11
30083 - Engineering Technician III	23.61
30084 - Engineering Technician IV	29.26
30085 - Engineering Technician V	35.26
30086 - Engineering Technician VI	43.30
30090 - Environmental Technician	21.22
30210 - Laboratory Technician	20.42
30240 - Mathematical Technician	24.62
30361 - Paralegal/Legal Assistant I	20.03
30362 - Paralegal/Legal Assistant II	24.82
30363 - Paralegal/Legal Assistant III	30.35
30364 - Paralegal/Legal Assistant IV	36.73
30390 - Photo-Optics Technician	24.62
30461 - Technical Writer I	20.25
30462 - Technical Writer II	24.77
30463 - Technical Writer III	29.97
30491 - Unexploded Ordnance (UXO) Technician I	21.49
30492 - Unexploded Ordnance (UXO) Technician II	26.00
30493 - Unexploded Ordnance (UXO) Technician III	31.17
30494 - Unexploded (UXO) Safety Escort	21.49
30495 - Unexploded (UXO) Sweep Personnel	21.49
30620 - Weather Observer, Combined Upper Air Or Surface Programs (3)	20.13

30621 - Weather Observer, Senior (3)	21.80
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.90
31030 - Bus Driver	15.95
31043 - Driver Courier	12.71
31260 - Parking and Lot Attendant	8.67
31290 - Shuttle Bus Driver	13.89
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	13.89
31362 - Truckdriver, Medium	17.09
31363 - Truckdriver, Heavy	18.40
31364 - Truckdriver, Tractor-Trailer	18.40
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	9.78
99095 - Embalmer	21.77
99251 - Laboratory Animal Caretaker I	10.47
99252 - Laboratory Animal Caretaker II	10.85
99310 - Mortician	27.25
99410 - Pest Controller	13.74
99510 - Photofinishing Worker	11.29
99710 - Recycling Laborer	14.50
99711 - Recycling Specialist	17.02
99730 - Refuse Collector	12.86
99810 - Sales Clerk	11.13
99820 - School Crossing Guard	11.37
99830 - Survey Party Chief	19.16
99831 - Surveying Aide	11.91
99832 - Surveying Technician	18.21
99840 - Vending Machine Attendant	11.46
99841 - Vending Machine Repairer	14.88
99842 - Vending Machine Repairer Helper	11.46

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.01 per hour or \$120.40 per week or \$521.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <<http://www.dol.gov/esa/whd/>> or through the Wage Determinations On-Line (WDOL) Web site at <<http://wdol.gov/>>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of

Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

AOC PAST PERFORMANCE QUESTIONNAIRE
RFP NO. 070093

**CUSTODIAL AND RELATED SERVICES FOR THE UNITED STATES CAPITOL
POLICE FAIRCHILD FACILITY, WASHINGTON, D.C.**

The company listed below is preparing an offer on the above project for the Architect of the Capitol, Washington, DC. Your name has been provided as a customer reference regarding performance under a past contract with your agency/company. Your comments are considered Source Selection Sensitive, therefore, you are advised that your response will be safeguarded to the extent cited in the Federal Acquisition Regulation (FAR) 42.1503. FAR prohibits the release of past performance evaluations to other than other Government personnel and the company whose performance is being evaluated during the period the information may be used to provide source selection information.

This past performance questionnaire is being submitted by the contractor and you are requested complete it and return it to the Architect of the Capitol in care of Lauren J. Wilson, Contract Specialist at FAX number (202)225-3221 on or before the proposal **submission due date of MAY 25, 2007 2 p.m.** While all elements below may not apply, please complete as much as possible.

Company/Individual Requesting Past Project Information:

Name: _____

Past Project Title On Which The Company Is Being Evaluated

Project Title : _____

Evaluator POC (for verification purposes)

Name: Agency/Company, POC _____ Date: _____

—

Phone No.: _____ Fax No. _____

—

E-mail Address: _____

—

Address: _____

—

Position held or function in relation to project: _____

—

Answer J-2

AOC PAST PERFORMANCE QUESTIONNAIRE
RFP NO. 070093

Ratings: Please evaluate the contractor's performance using the following ratings:

"O" Outstanding	The contractor's performance clearly exceeded the contract requirements.
"S" Satisfactory	The contractor's performance met the contract requirements.
"M" Marginal	The contractor's performance met the minimum contract requirements but with difficulty.
"U" Unsatisfactory	The contractor's performance was poor and/or did not satisfy contract requirements.

Please rate and provide supporting information for the following. If the rating is Outstanding or Unsatisfactory, please provide specific contract/job performance areas which were exceeded or not performed in accordance with the contract's minimum requirements. (Use additional sheets as needed)

1. Performance in meeting delivery/completion schedules: _____

Rating: _____

—

2. What did the contractor do to improve or resolve schedule problems, if any? _____

—

Rating: _____

—

3. The contractor's quality control (CQC). _____

—

Rating: _____

—

4. The contractor's performance in delivering quality work in accordance with the contract: _____

—

Rating: _____

—

5. The contractor's ability to provide the required work at a reasonable total price. _____

AOC PAST PERFORMANCE QUESTIONNAIRE
RFP NO. 070093

Rating:

6. The contractor's compliance with labor standards, if applicable.

Rating:

7. The contractor's compliance with safety standards.

Rating:

8. Has the contractor been given any of the following: Cure notice, show cause, letters of reprimand, suspension of payments, termination? If yes, please explain.

Rating:

9. Would you award another contract to this contractor? If no, please state reasons for not recommending this contractor additional work.

Rating:

10. Was the customer satisfied with the end product?

Rating:

11. The relationship between the contractor and owner's contract team/Contracting Officer/COR/COTR?

Rating:

12. The contractor's on-site management and coordination of subcontractors.

Rating:

AOC PAST PERFORMANCE QUESTIONNAIRE
RFP NO. 070093

13. The contractor's overall corporate management, integrity, reasonableness and cooperative conduct.

Rating: _____

—

14. Has the contractor filed any modifications? _____ How many? _____

—

And to what extent? _____

—

15. Has the contractor been provided an opportunity to discuss any negative performance ratings?

If so, what were the results? _____

—

16. **OVERALL RATING** **Rating:** _____

17. Please provide any additional comments: _____

**PAYMENT INFORMATION FORM
ACH VENDOR PAYMENT SYSTEM**

This form is used for ACH payments with an addendum record that carries payment-related information. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. The information will be transmitted in the CCD+ format to the designated financial institution.

Debt Collection Improvement Act of 1996

PAPERWORK REDUCTION ACT STATEMENT

The information being collected on this form is pursuant to Public Law 104-134, which mandated Electronic Funds Transfer for recipients of all federal payments (excluding IRS tax refunds) beginning July 24, 1996. This information will be needed by the Treasury Department to transmit payments and related data.

COMPANY INFORMATION

NAME:

ADDRESS:

CONTRACT NUMBER: AOC- _____

TAXPAYER IDENTIFICATION NUMBER (TIN):

CONTACT PERSON NAME:

TELEPHONE NUMBER: ()

FAX NUMBER: ()

AGENCY INFORMATION

NAME: ARCHITECT OF THE CAPITOL - FORD HOUSE OFFICE BUILDING

ADDRESS: ACCOUNTING DIVISION, ROOM H2-205

WASHINGTON, D.C. 20024

FAX NUMBER: (202) 225-7321

CONTACT PERSON NAME: MR. JAMES JARBOE

TELEPHONE NUMBER: (202) 226-2552

FINANCIAL INSTITUTION INFORMATION

BANK NAME:

BRANCH LOCATION: (If applicable)

CONTACT NAME:

TELEPHONE NUMBER: ()

NINE DIGIT ROUTING TRANSIT NUMBER: _____

DEPOSITOR ACCOUNT NUMBER:

TYPE OF ACCOUNT: ☐ CHECKING ☐ SAVINGS ☐ LOCKBOX

SIGNATURE AND TITLE OF REPRESENTATIVE:

TELEPHONE NUMBER:

Arthur J-3

NOTICE TO CONTRACTORS

The Architect of the Capitol anticipates that in 2006 the agency's contractors will have to register with the Central Contractor Registration (CCR) database. This is the primary vendor database for the U.S. Federal Government and the CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.

Registration in the CCR will become mandatory in order to be awarded contracts by the Federal Government. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration at least once per year to maintain an active status.

CCR validates the vendor information and electronically shares the secure and encrypted data with the federal agencies finance offices to facilitate paperless payments through electronic funds transfer (EFT).

The AOC is now encouraging all vendors to register with the CCR if they are not already registered. Vendors can register on line at <http://www.ccr.gov>. This internet site contains all pertinent information for registration as well as provides contact points for help when registering.

Annex J-4



UNITED STATES CAPITOL POLICE
WASHINGTON, D.C. 20510-7218

CP-491
(4-04)

REQUEST FOR CHECK OF CRIMINAL HISTORY RECORDS

Please report with: (1) A valid form of photo identification, (2) and this form to the Fairchild Building located at 499 South Capitol Street SW Washington, D.C., Room 127 between the hours of 7am until 3pm Monday through Friday for processing.

1. Name: (Last, First, Middle)		Address:	
		Street & No. _____	
		City & State: _____	
		Zip: _____ Tele: _____	
2. Other Names Ever Used: (e.g. maiden name, nickname, ect. If you have never used another name write "None".)			

3. Date of Birth: (Month, Day, Year)		4. Birthplace: (City and State or Country)	
_____		_____	
5. Social Security Number:		6. Gender:	
_____		Male Female	
7. Race:	8. Height:	9. Weight:	10. Eye Color:
_____	_____	_____	_____
		11. Hair Color:	

SIGNATURE AND RELEASE OF INFORMATION:

READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:

- I understand that the information provided above will be used to check the criminal history records of the Federal Bureau of Investigation (FBI).
- I consent to the use of the information provided in making a security determination concerning me.
- I certify that, to the best of my knowledge and belief, all of the information provided above is true, correct, and complete, made in good faith.

12. Signature: _____ 13. Date: _____

Alan T-5

ACORD. CERTIFICATE OF INSURANCE

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